General Ledger I

Radio Shack
TRS-80 MICRO COMPUTER SYSTEM

Version 1.1

Catalog Number 26-1552

The Radio Shack GENERAL LEDGER System is designed for the
TRS-80 "32K Business System" consisting of:
- 16K Level II Computer with Video Display
- 16K Expansion Interface
- 2 Mini-Disks
- TRS-80 Line Printer*
  *Tractor feed printer is recommended, but not required.

Some of the features of the GENERAL LEDGER . . .
1. User-defined chart of accounts (up to 100 accounts)
2. User defined 4 digit account numbers.
3. Automatic "Out-of-Balance" detection, Entry totaling, Document balancing, Audit Trials.
4. Optional Income & Expense Categories.
5. 16 digit accuracy, with printing totals up to $99,999,999.99 with internal accuracy to $99 Trillion.
6. Up to 240 Entries per session, and 1830 entries per month.
7. Controlled inputs for error prevention, and rapid entries.
8. Easy error correction, and recovery.

Provides the following automatic printouts:

Balance Sheet	Income Statement (P & L Statement)
Trial Balance	Monthly Transaction Reports
Account Chart	Posting Summaries

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To the Company President;

This manual is designed for the person who will be operating the TRS-80. If your company is like most, that operator won't be you. Your time is too valuable. If you thumb through this manual, you'll note it was written for someone who may know nothing about Computers, or Accounting. Once the system is set up, there is very little to do other than feeding the numbers into the TRS-80. As President, you will have to make some decisions about the structure, and the accounts you want. After that, almost anyone in your company can operate General Ledger 1.1. The balance of this book is written for your operator.

To the Person That Will Be Using the System;

To many people, Accounting is more of an Art than a Science. In practical terms, it is merely keeping track of a company's business activities, and judging the strength, and weaknesses, on the basis of their record. The record is called a "General Ledger". Keeping accurate records is vital to a company. It is impossible to get a loan without showing the bank a "Balance Sheet" and a "Profit and Loss Statement." Both come from the General Ledger.

If this is the first time you've used a computer, this manual will make it easy. If you are unfamiliar with Accounting practices, this manual explains each step. If you are an accountant, this manual will show you how we've made your life a little simpler.

We will set up a General Ledger System for the "XYZ Company". We will use this company as our example throughout the manual. We strongly recommend that you use the examples in the manual, and follow along as we step through the procedure. This program contains many little tricks that can save you hundreds of hours of work during the year, so please bear with us.

If you want to enter your figures right away, go to the next section which will describe the decisions that you must make before entering anything. You must start with your books in balance, and your accounts defined in the stated format. It would be more helpful if you use our data the first time, because it contains most of what you might encounter during a business year, and how to handle it. It also shows in detail the little shortcuts built into the system.

When you've finished the manual, you will have a solid background in using both the TRS-80, and the General Ledger program. At that point, we will show you how to prepare the diskettes to handle your own company's General Ledger.

Note: If you are an independent accountant, the General Ledger Program lets you maintain separate sets of books for each company you service. A special section called "Starting All Over" allows you to create a General Ledger for each company to provide personalized reports.

FEATURES:

1. User defined Chart of Accounts (up to 100 accounts)

2. User defined 4 Digit Account Numbers

3. Automatic "Out-of-Balance" Detection

4. Automatic Entry Totaling

5. Automatic Document Balancing

6. Optional Income and Expense Categories

7. 16 Digit Accuracy

8. Prints Totals up to $99,999,999.99 (Internal accuracy to $99 Trillion)

9. Up to 240 Entries per Work Session

10. Up to 1830 Entries per Month

11. Automatic Well-Defined Audit Trails

12. Controlled Inputs for Error Prevention and Rapid Entries

13. Printer can be Stopped at Any Time Without Loss of Data

14. Visually-oriented Editing

15. Easy Error Correction and Recovery

16. The General Ledger System will print out several kinds of Records and Financial Statements. These include:

    a. Trial Balance

    b. Posting Summaries

    c. Monthly Transaction Reports

    d. Income Statement (Profit & Loss Statement)

    e. Balance Sheet

    f. Chart of Accounts

Once the Accounts are set up, the daily operation will probably include: Entering Sales Information; Cost-of-Goods Sold figures; Checks; Purchases, Payroll, etc.; Printing a Posting Summary. The TRS-80 will do everything else. Once a month, with just a few keystrokes, you will prepare an Income Statement, and a Balance Sheet.

Some Decisions You Must Make Before Using GL

Putting your General Ledger into a computer requires some modifications to the way your Ledger is set up. This is because the computer needs to see some of the information in a certain place to keep track of everything. Some of the account numbers you are using will have to change to realize all the benefits of the TRS-80 General Ledger system.

The General Ledger program is structured around the use of 4 digit account numbers between 1001 and 9999. The program will accept up to 100 of these 4 digit numbers.

Some of the account "Types" must be located within specific number ranges. These are the specific areas:

1. The "YEAR-TO-DATE P & L" account number must be between 2001 and 2999.

2. The "RETAINED EARNINGS" account number must also be between 2001 and 2999. (Where you place them within this range is not important to the computer.)

3. All of your Income & Expense accounts must be above 2999. (3000 to 9999)

4. You must have at least one Income account, and one Expense account. They must each be assigned to a category. They cannot have the same category number. One of your Income accounts must be assigned to Category 1. Your Expense accounts must be assigned to a category between 3 and 6.

5. There are additional Income & Expense categories that are optional. If you want to use these categories to obtain more detailed Income Statements, you will have to group your Income & Expense accounts by category, as explained in "Dividing Income & Expense Accounts Into Categories".

The following is an outline showing the recommended Account Structure:

Account #:	Type of Account:
1000-1999	ASSETS
2000-2499	LIABILITIES
2500-2997	CAPITAL
2998	YEAR-TO-DATE P&L (Profit & Loss)
2999	RETAINED EARNINGS

3000-3999   SALES AND INCOME

4000-4999   COST OF SALES

5000-9999   EXPENSES

This structure adheres to generally accepted accounting principles. If you wish to depart from this outline for any reason, please check to determine if any of the Account Numbers violate the 5 specific rules listed above.

Diskettes can be damaged through contact with magnetic fields, mis-handling, etc. To insure against loss of your program, before you begin running General Ledger, you should make a copy (BACKUP) of your program diskette, and file it in a safe place. You must also prepare (FORMAT) a blank diskette, which will be used to store your Chart of Accounts and each month's transactions. If you are not familiar with BACKUP and FORMAT functions, refer to Appendices 21 and 22 in the back of this manual for detailed instructions.

Follow these steps in **exact** order:

1. Turn on the disk drives, printer, video display, and the Expansion Interface.

2. Insert the Backup Copy of the "GL" in Drive #0.

3. Insert your data diskette in Drive #1.

4. Turn on the TRS-80 keyboard.

The screen will show:	This is what you type:
DOS READY	Ⓑ Ⓐ Ⓢ Ⓘ Ⓒ , press ⟦ENTER⟧ .
HOW MANY FILES?_	press ⟦ENTER⟧ .
MEMORY SIZE?_	press ⟦ENTER⟧ .
READY	Ⓡ Ⓤ Ⓝ " Ⓖ Ⓛ Ⓘ Ⓝ Ⓘ Ⓣ " , press ⟦ENTER⟧ .

Run "GLINIT" only the first time you use GL. From then on, run "GL".

The screen will show:


```
** INITIAL SETUP OF COMPANY DATA **

> SETUP NEW GENERAL LEDGER DISKS (Y/N)?
```
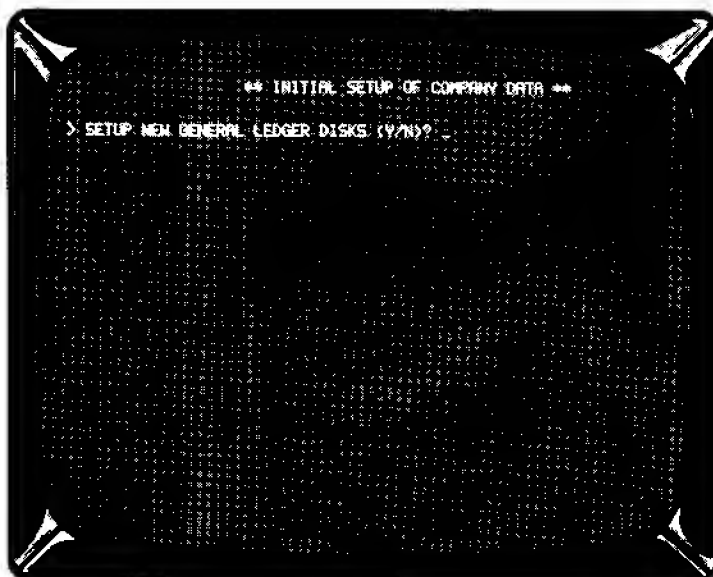
Press the ⓨ key.

The screen will clear, and then show:
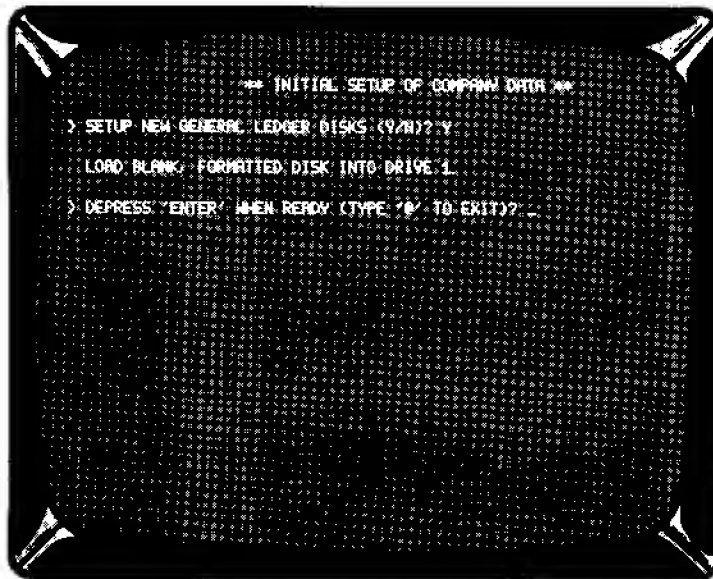
After you follow the instructions, the screen will display:
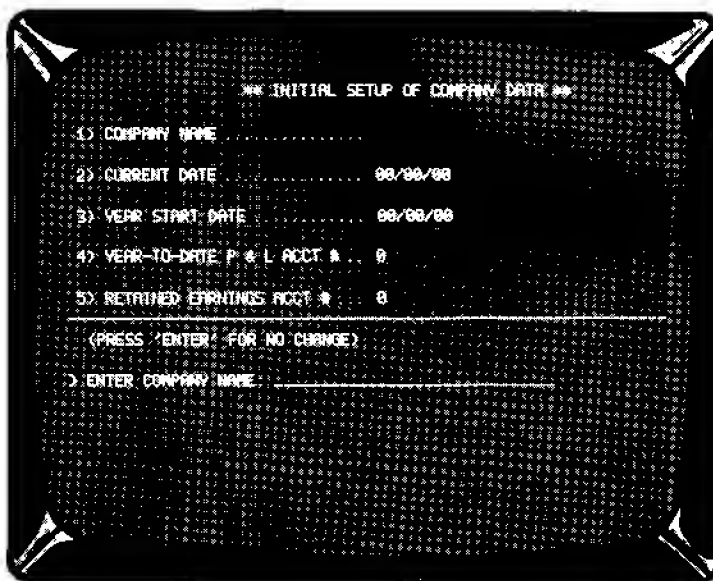
Type in the following data exactly as shown:

COMPANY NAME:	Ⓧ Ⓨ Ⓩ ☐ Ⓒ Ⓞ Ⓜ Ⓟ Ⓐ Ⓝ Ⓨ	, and press ＥＮＴＥＲ .
CURRENT DATE:	⓪ ① ⑦ ⓪ ① ⑦ ⑦ ⑨	, and press ＥＮＴＥＲ .
YEAR START DATE:	⓪ ① ⑦ ⓪ ① ⑦ ⑦ ⑨	, and press ＥＮＴＥＲ .
YEAR-TO-DATE P & L:	② ⑨ ⑨ ⑧	, and press ＥＮＴＥＲ .
RETAINED EARNINGS:	② ⑨ ⑨ ⑨	, and press ＥＮＴＥＲ .
ARE ENTRIES CORRECT:	Ⓨ	

The Computer's Table of Contents

The Computer's Table of Contents is called a "Master Menu". This is how it appears on your screen:

```
XYZ COMPANY
GENERAL LEDGER 1.1 MASTER MENU
DATE: 01/01/79

(S)ET TODAY'S DATE
(C)ATEGORY MAINTENANCE
(A)CCOUNT MAINTENANCE
(P)OST TRANSACTIONS
(T)RANSACTION REPORTS
(I)NCOME STATEMENT
(B)ALANCE SHEET
(E)XIT GENERAL LEDGER

> ENTER SELECTION: _
```
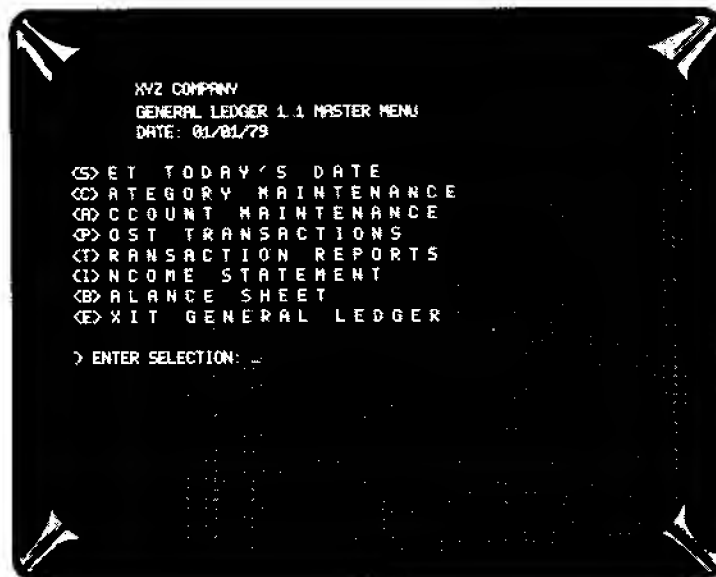
This is what each function does:

(S)ET TODAY'S DATE	Lets you reset the date for each new work session.
(C)ATEGORY MAINTENANCE	Allows you to define Income and Expense Categories.
(A)CCOUNT MAINTENANCE	Lets you work on Accounts and print Trial Balance.
(P)OST TRANSACTIONS	This is the function that you will use the most. You enter and post your transactions with this option.
(T)RANSACTION REPORTS	Provides a recap of Month-to-Date Transactions.
(I)NCOME STATEMENT	This is the company's "Profit & Loss" Statement.
(B)ALANCE SHEET	This is the End-of-the-Month Balance Sheet. You print the Balance Sheet after you close-out the books for the month.
(E)XIT GENERAL LEDGER	Allows you to end the GL program. Always end your program with this command . . . **never do it by simply cutting the power on your system.**

Right now, we are going to start defining our categories.

Press Ⓒ for (C)ATEGORY MAINTENANCE.

```
** CATEGORY MAINTENANCE & INQUIRY **

CATEGORY 1:  GROSS SALES
CATEGORY 2:  COST OF GOODS SOLD
CATEGORY 3:  ** UNDEFINED **
CATEGORY 4:  ** UNDEFINED **
CATEGORY 5:  ** UNDEFINED **
CATEGORY 6:  ** UNDEFINED **
_____
 (PRESS 'ENTER' FOR NO CHANGE, OR 'Ø' TO EXIT)

> ENTER CATEGORY NO. 3: _____
```
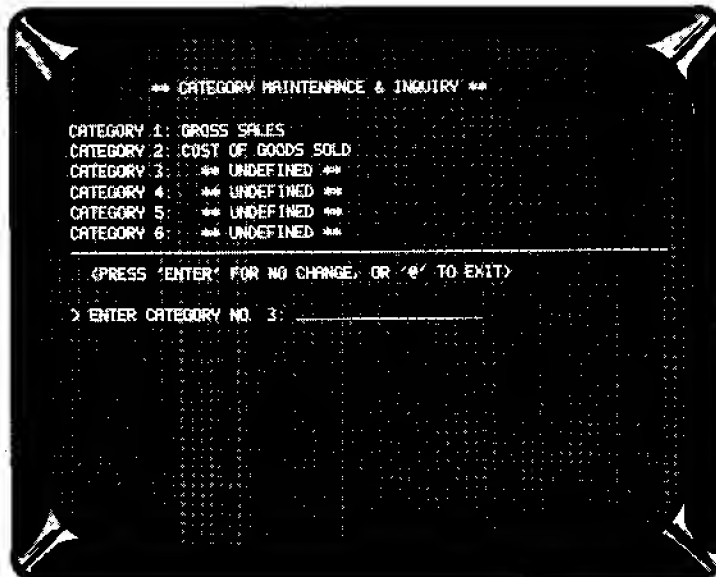
This part of the program lets you set up sub-groupings of income and expenses on your Income Statement. You can have up to four sub-groupings, or "categories".

Notice that Categories 1 and 2 are already assigned by the system to "GROSS SALES" and "COST OF GOODS SOLD". If your business is a service business (example: a law firm), and you don't have merchandise or goods to sell . . . then you probably won't use the "COST OF GOODS" category. In this case, you just won't assign any accounts to Category 2, and it will never appear on reports or the screen.

If you only need one section for Expenses on your Income Statement, then you would type something like "GENERAL OVERHEAD" for Category 3. Then, when you want to set up your chart of accounts (coming up next) . . . just give every applicable expense account a Category 3 number.

Suppose, however, that you want to use several . . . or all four of the categories. For example, you might want to break down your expenses as follows:

MANUFACTURER/RETAILER   IF YOU HAVE A LAW FIRM, ETC.
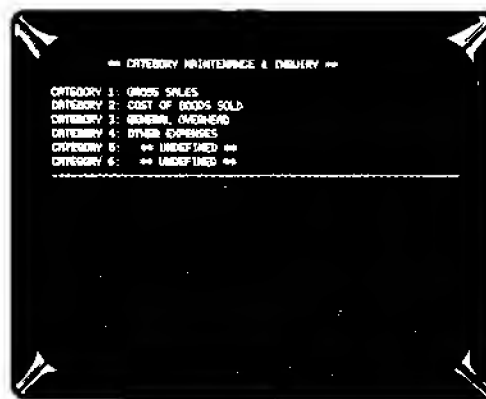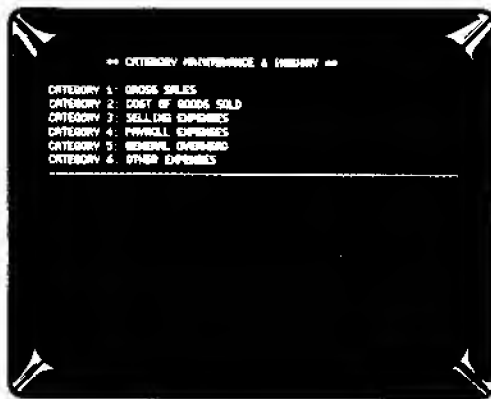
Note: If you are a service-based company, you will not assign any account numbers to Category 2. Do not use it for anything. (It is designed for Retail/ Manufacturing companies to subtract "COST-OF-GOODS SOLD" from their "GROSS SALES" to arrive at a Gross Profit.) Just ignore Category 2 — it won't ever show up on your printouts, as long as you don't assign any account numbers to Category 2.

The Two Categories You Must Have

There are two catches to using the Category sub-divisions.

1. Remember, regardless of your type of business, if GL is to work correctly, you must have at least one Income account assigned to Category 1. Regardless of whether you call it "GROSS SALES" or "GROSS REVENUE". If you are a manufacturer or retailer, you must also have at least one Expense account number assigned to Category 2, "COST-OF-GOODS SOLD". (If you don't, you will not get a "Gross Profit" listing in the Income Statement.) A service company must have at least one Expense account number assigned to one of the other four categories.

2. If you use the optional categories, you must keep the account numbers in sequence and the categories in sequence as well. When accounts are listed in numeric order, the categories must be in numeric order too.

You cannot do this:

A/C No.	Description	Category
4001	Sales Commissions	3
4002	Advertising	3
4003	Admin. Salaries	4
4004	Clerical Salaries	4
4005	Factory Labor	5
4006	Promotion	3 ⟵————⟨
4007	Factory Supplies	5
4008	Rent Expense	6

Why is this wrong? Look at Account Number 4006. Category Number 3 is between a pair of Category 5 accounts.

Got the idea? When you set up your accounts in numeric order, set up your categories in the same order. From low to high, and don't mix them up. Leave some unused numbers between your initial account numbers, and between blocks of account numbers. That way, you can always add new accounts. Get the account numbers and the category numbers to track — as the account numbers go up, the category numbers go up too.

Examples of How to Set Up Categories

To see an example of the way your categories should be planned, look at the Trial Balance print out in the back of the manual. (Appendix 5)

For our XYZ Company, we will call Category 3, "SELLING EXPENSES", and Category 4 will be "GENERAL OVERHEAD". We will leave the last two categories undefined, so press ENTER two times after you enter Categories 3 & 4. When the computer asks if you did everything right, press Y , which will store the new categories, and return you to the Master Menu.

Before you actually start your own set of books, we strongly urge you to use the worksheets we have provided (Appendix 4) to decide on the account numbers and categories for your company. Separate worksheets are included for each of the five types of accounts. At the top of each worksheet is the recommended account number range.

How to Store the Account Information in the Computer.

You are now ready to set up your Chart of Accounts, and enter the beginning Trial Balance. On the Master Menu, press Ⓐ , for (A)CCOUNT MAINTENANCE. The screen will show the Account Maintenance Menu:
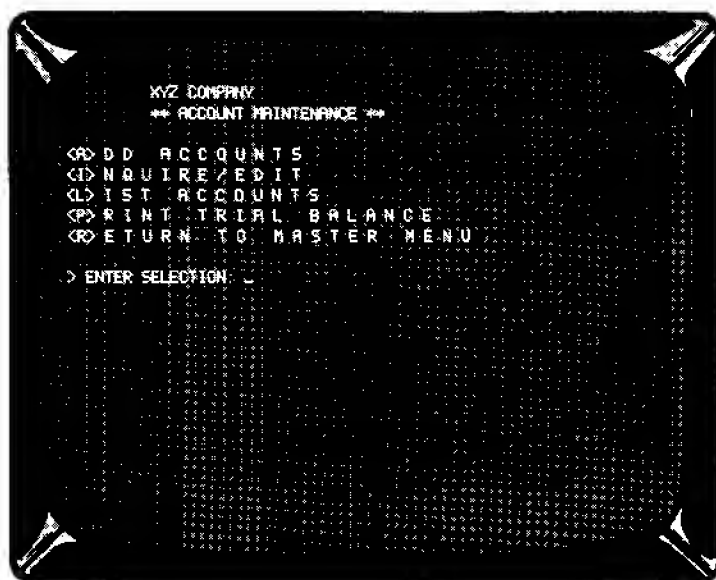
(A)DD ACCOUNTS	This is the function we will use to set up the chart of accounts. You will also add any new accounts here, when you use your own account numbers, later on.
(I)NQUIRE/EDIT	Use this option to find an existing account. It will give you all the information it has about the account, and let you make any necessary changes to that information.
(L)IST ACCOUNTS	This is similar to printing a Trial Balance, except it doesn't balance anything — it just lists all the accounts you have.
(P)RINT TRIAL BALANCE	Prints a list of your accounts, and tries to balance them to help you find errors that may have occured while entering the account information. It suppresses the "Year-to-Date P & L" account (in our XYZ Company, it's Acct. #2998), since all this account does is show the net balance of all income and expense accounts. The account is a place for the computer to store the year-to-date profit or loss, so it can be printed on your balance sheet as "Year-to-Date P & L". You must still enter this as a "Year-to-Date P & L" account number. It has to be a valid account when you are setting up your company's books.

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(R)ETURN TO MASTER MENU Does just what it says — it takes you back to the Computer's Table of Content (back to the start of the GL program).

Since we are going to start our Chart of Accounts, as far as the computer is concerned, they are all new accounts. We will press Ⓐ to (A)DD ACCOUNTS. The screen will look like this:


```
                        XYZ COMPANY
                     ** ACCOUNT MAINTENANCE **

        ACCOUNT NUMBER .........
        DESCRIPTION ............
        TYPE (A/L/C/I/E) .......
        CATEGORY (1-6) .........
        PREVIOUS MONTH TRANS ...
        CURRENT MONTH TRANS ....
        YEAR-TO-DATE TRANS .....
        _____

        > ENTER ACCOUNT NUMBER: _____

          ENTER '0' FOR ACCOUNT NUMBER TO EXIT
```

We are going to start adding the accounts shown in the list of accounts (Appendix 6). Since we don't want to forget the two required accounts (YEAR-TO-DATE P & L, and RETAINED EARNINGS), let's put those in first. We will go through this first account, question by question to explain each line. Here is what you will type in response to each question that appears below the dash line on the screen:

Examples of How to Add a New Account

ENTER ACCOUNT NUMBER: ———— You type: ② ⑨ ⑨ ⑨ , and press ENTER . This is pretty straightforward, since you are just entering the new account number.

ENTER DESCRIPTION: ———— Type: Ⓡ Ⓔ Ⓣ Ⓐ Ⓘ Ⓝ Ⓔ Ⓓ ⎵ Ⓔ Ⓐ Ⓡ Ⓝ Ⓘ Ⓝ Ⓖ Ⓢ , and press ENTER . This is one of the "MUST HAVE" accounts. For examples of other account descriptions, check the List of Accounts (Appendix 6). This is the place for the name of the account.

ENTER TYPE (A/L/C/I/E): — You simply press Ⓒ The five types of accounts are Assets, Liabilities, Capital, Income, and Expenses. Retained Earnings would be considered a Capital account, so you press Ⓒ .

How to Add a New Account (Continued)

ENTER CATEGORY (1-6): — This question won't appear for this account. The category question only comes up for Income or Expense accounts. Because we told the computer this was a "CAPITAL" account, it won't ask about a category.

ENTER PREVIOUS MONTH TRANS: — You simply press ENTER , for a zero. XYZ COMPANY started using the computer January 1, 1979. They closed out the books, and decided not to show previous month. If you are transferring your company's books to the computer, it's easier if you start at the beginning of the company's fiscal year. If you have to start in mid-year, you might put in the transactions from the last completed month, as a reference. It is not required by the program.

CURRENT MONTH TRANS — This is not a question. The only way numbers are entered on this line is by posting transactions. We will discuss posting in a future chapter, so ignore this line for now.

ENTER YEAR-TO-DATE TRANS: — Type:⊟①⑦⑨②⓪·③⓪ , and press ENTER . A company always has some Assets, Capital, and Liabilities, so this is a carryover from last year. If you're starting in mid-year, you will have to include Income and Expenses, as well.

ARE ALL ENTRIES CORRECT (Y/N)? — This is your chance to review everything you have just typed, and make any changes if necessary. Just to get a feel for this editing feature, press N . Notice the questions start all over again. If you press ENTER , the computer will assume the line is correct as it appears, and will move down to the next line till it gets to the "Are all entries correct" question again. If you make an error, type the correct answer when the line comes around. It will replace the old value. If you answer N , the whole process is repeated till you finally answer Y .

Now add account number 2998, using the information in the List of Accounts (Appendix 6). Then, starting with account number 1001, add all the accounts shown, till you have stored the last account, number 6112. At that point, type an @ symbol as the account number, and press ENTER. You are now back at the (A)CCOUNT MAINTENANCE Menu.

Even though we will not be using this section now, you should be familiar with the INQUIRE/EDIT section. You will use this section to delete unused accounts, or find a specific account, or make changes to accounts. Press the ⊡ key.
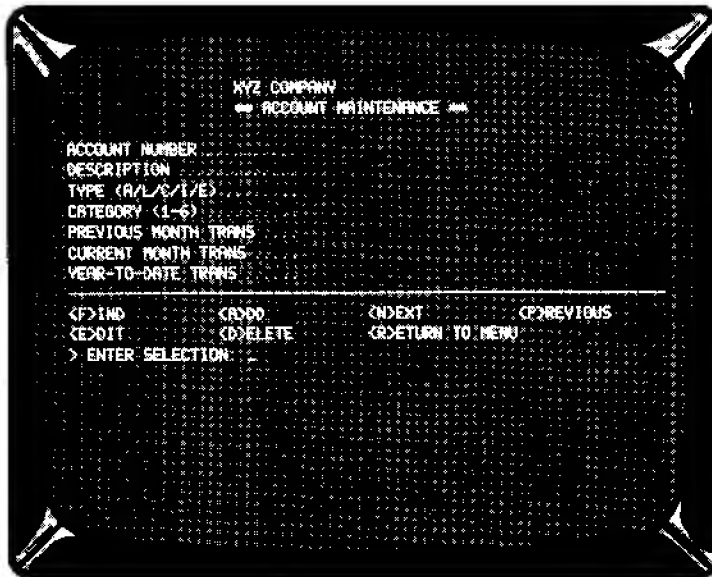
(F)IND

Lets you find a specific account. To use it, Type ⊡ , and then enter the account number you are seeking.

(A)DD

This puts you back in the (A)DD ACCOUNTS mode temporarily, so you can add to your list of accounts. If you type an ⊡ symbol (to get out of the (A)dd mode), you return to the INQUIRE/EDIT "Menu", and not the Master Menu.

(N)EXT

This brings up the next account in the list of accounts, and lets you step through the accounts, one at a time. If you want to find the first account in your list, you don't have to use (F)IND. At the start, simply press ⊡ to bring up the first account.

(P)REVIOUS

The same function as (N)EXT, but in reverse. It lets you step backward through the accounts. It won't find the last account in the list, but it will let you work backwards from the last account shown on the screen.

(E)DIT

Allows you to change SOME of the information about an existing account.

(D)ELETE

This is a very powerful feature that lets you delete an account completely from your chart of accounts. If you have any current transactions using the account, the program will prevent you from deleting the account, since the balance sheet would come out wrong. Even after you tell the computer to delete an unused account, it will ask if you are sure you want to delete. Be very careful when deleting. Be sure you understand what you're doing.

(R)ETURN TO MENU

Takes you back to the start of the ACCOUNT MAINTENANCE Menu.

At this point, you want to return to the start of ACCOUNT MAINTENANCE, so press ℝ to get back to the Account Maintenance Menu.

Getting a List of Accounts

If you haven't turned on the printer, do it now. We are going to print two reports. The first report will be a "List of Accounts", so press Ⓛ for "LIST ACCOUNTS". This report is for you to keep handy so you will be able to find an account when you are doing your posting (which is coming up next). When the computer asks which accounts you want to list, type ①⓪⓪⓪ ⊟⑨⑨⑨⑨, and press ⟦ENTER⟧ .

Printing Your First Trial Balance

After the printer has stopped, tear off the List of Accounts, and press Ⓟ to "(P)RINT TRIAL BALANCE". If you entered all the accounts correctly, the bottom line "Balance" will be all ∅s. If you did it wrong, you will get numbers in the first and third transaction columns. Check the Trial Balance example in the back of the manual (Appendix 5) account by account, until you find the mistake. Use the INQUIRE/EDIT mode to delete the account, and re-enter the account with the correct information. Print a new list and a new balance sheet, then press ℝ , since we're finished with the ACCOUNT MAINTENANCE section.

In the previous section, you have learned how to set up a beginning Chart of Accounts, and Trial Balance. You should have your List of Accounts handy, since you will be posting to these accounts. We are going to enter the equivalent of one month of posting for the XYZ Company, but we will do it in the next few minutes.

Setting the Date

The XYZ Company posts transactions every 1∅ days, so the first posting session will be on January 1∅, 1979. That means we have to change the date, so press Ⓢ to (S)ET TODAY'S DATE. Enter the date of this first session which is ∅1/1∅/79.

Entering Sales Information

We are now going to post our accumulated sales through that date, so press Ⓟ to go to the (P)OST TRANSACTIONS section. The screen will show:

```
                    XYZ COMPANY
                    GENERAL LEDGER TRANSACTION POSTING
                    DATE: 01/10/79                SESSION: 1
     DOCUMENT .....  1001 --
     POSTING DATE .
     ISSUE DATE .
     AMOUNT .
     _____
     ACCT   DESCRIPTION        AMOUNT(OR "?")    Y/N

     > ENTER NAME OF DOCUMENT ("@" TO EXIT): _____
```

Automatic Numbering of a Session

SESSION 1

You'll notice that the screen shows the new correct date. To the right of the date, the screen shows "SESSION 1". Each session of posting is automatically numbered. This is part of the "Audit Trail" to help you track down a specific transaction easily, at any later date.

Name of the Document

The next line on the screen says DOCUMENT . . . . . . 1∅∅1 —.
At the bottom of the screen, the program is asking for the name of the document. This document name should describe the transaction you are about to enter. We will call Document 1∅∅1 our "JAN 1∅ SALES REPORT". Type in this name, and press ENTER .

Since we will be posting this document today, you can simply press ENTER to use the date at the top of the screen as our posting date.

The ISSUE DATE is for checks and invoices, so just use the same date by pressing ENTER .

Entering Both Sides of a Transaction

XYZ Company has sold $15,498.08 worth of products as of January 10 to customers on 30 day open account. That means we also have $15,498.08 worth of "Accounts Receivable". That has to be balanced against our "30 Day Charge Sales" Account.

For ENTER AMOUNT, we will type [1] [5] [4] [9] [8] [.] [0] [8] , and press [ENTER]. That number will appear under the Issue date to let you know that you must have balancing entries which total this amount. What does that mean? It means that the positive numbers have to add up to the total, AND the negative amounts must also equal the total. The negative numbers and positive numbers must cancel each other out. The computer will ask you if the entries are correct. If they are, press [Y].

Note: Every positive total must have a negative, offsetting total. That's how the accounts stay in balance. The number of entries is not important. Just so the totals balance.

Important Note: When you ADD to Income, or Liabilities, the figures are always negative. This is a fundamental principle of the TRS-80 General Ledger. If you remember this point, the rest will be easy.

The program now asks us to enter the first account number. Type in [1] [0] [0] [3], and press [ENTER]. The screen automatically prints the account name, "ACCOUNTS RECEIVABLE", and asks for an amount. Since this is a single entry amount, you will type [1] [5] [4] [9] [8] [.] [0] [8], and press [ENTER].

The General Ledger will ask if the entire line is correct in every detail. This is your chance to check the entry for errors. If the entry is correct, press [Y] .

Balancing a Transaction

The number is transferred to the upper half of the screen below the SESSION 1, and right below the number, you will see 0.00. That's a computer signal to you that you must enter a negative balancing amount, at some point, to balance the document. Since we are balancing to "30 DAY CHARGE SALES", type [3] [0] [0] [2], and press [ENTER] . The TRS-80 will print the name of the account, which is "30 DAY CHARGE SALES".

You must now type in the negative amount which will balance this transaction, so type [−] [1] [5] [4] [9] [8] [.] [0] [8] , and press [ENTER] . The TRS-80 will again ask you to check the entire line to be sure it's correct. Did you remember to type a minus sign before the number? Is the amount correct? Is it going to the right account? If the line is correct, then type a [Y]

Note: If you make an error while posting, see Appendix 1, for correction details.

The screen shows that DOCUMENT 1001 of SESSION 1 is now completed and in balance. Press [ENTER] . The computer is now ready to work on DOCUMENT 1002 of SESSION 1. Since this Session consists of only one transaction, there will be no DOCUMENT 1002. Simply type an @ symbol, and press [ENTER] . That will end this session.

The General Ledger Program requires you to print a recap of the session as an "AUDIT TRAIL". If the printer is disconnected, or unplugged, or shut off, the program will wait till you have turned the printer on. You can now press [ENTER] to print the Session Recap. **THIS IS NOT AN OPTIONAL REPORT. YOU MUST PRINT A SESSION RECAP. KEEP THESE RECAPS AS YOUR PERMANENT FILE.**

After the TRS-80 prints the recap, it will give you one last chance to check your entries. If they are wrong, you can cancel the entire session at this point. It will not post this session if you type an [N]. Since we didn't make any errors, we will type a [Y]. (If you made an error, type [N]. You can now redo DOCUMENT 1001.) After you press [Y], you will be returned to the Master Menu.

8

Some Examples of Balanced Transactions

POSTING -- SESSION 2

Today is January 20, 1979, and we are back at the Master Menu. It's time for another posting session. Press [S] to set the date to 01/20/79. (Remember to press [ENTER] after you type in the date.)

8

Press [P] to return to the (P)OST TRANSACTIONS function. After the computer reads the Chart of Accounts into memory, you will see the familiar posting format that you saw in SESSION 1 . . . with two significant changes.

The screen tells you that this is your second work session (SESSION 2), and that you are posting to DOCUMENT 1002 this time. These are two of the "AUDIT TRAILS" to help you keep things straight. This is the "JAN 20 SALES REPORT", so type this in as the name of DOCUMENT 1002, and press [ENTER]

XYZ Company has taken in $4,567.09 in cash sales for their products. Most of the cash will be put in the bank, and part of the cash will be kept on hand. We have deposited $4,000.00 in the bank, and we have $567.09 on hand. Recording these activities will be our purpose in SESSION 2.

Press [ENTER] to use the current date for "POSTING DATE", and press [ENTER] again to use it for the "ISSUE DATE".

The amount will be $4,567.09, so type that in, and press [ENTER]. Check all your entries for errors, and if they are correct, type a [Y]. Now we are going to tell the computer where the money went to, and where it came from.

The cash we kept on hand will be noted in Account #1001. That is our "CASH ON HAND" account. The rest of the money went into the bank, which is Account #1002, "CASH IN BANK". The entire amount is coming from Account #3001, "CASH SALES".

Here is how your entries should appear:

ACCT	DESCRIPTION	AMOUNT	Y/N
1 0 0 1	CASH ON HAND	5 6 7 . 0 9	Y
1 0 0 2	CASH IN BANK	4 0 0 0 . 0 0	Y
3 0 0 1	CASH SALES	- 4 5 6 7 . 0 9	Y

(Don't forget to press ENTER after each account number, and after each amount.)

Note: Here's a little trick if you type the wrong account number by mistake:

Let's say you typed 2001 by mistake as your first account number. The computer is waiting for you to enter an amount to that account number. Don't enter any amount. Just press ENTER . That will take you back to the start of the line. You can then type in the correct account number.

The screen will tell you that DOCUMENT 1002 of SESSION 2 is in balance, and complete. You can press ENTER . We will end SESSION 2 by typing an @ symbol, and ENTER .

As before, you must print a recap of this session. Simply follow the directions on the screen. When you are finished, the program will return you to the Master Menu.

SESSION 3

Today is January 31, 1979. Since it is the end of the month, we have some work ahead of us, so let's get right to it. At the Master Menu, set today's date to 01/31/79, and press ENTER . This is another transaction posting session, so press P .

The name of DOCUMENT 1003 will be "JAN 31 SALES REPORT". Type it in, and press ENTER . Press ENTER two more times to use the current date for Posting Date and Issue Date. Enter $1,345.54 as the amount to be balanced, and press ENTER .

That amount came into XYZ Company from sales made with credit cards. You received the credit card company's check, and you deposited it in the bank. Now, you are going to record the transaction in the General Ledger. Here is the sequence you will follow:

The screen will look like this when you finish:

```
                    XYZ COMPANY
                    GENERAL LEDGER TRANSACTION POSTING
                    DATE: 01/31/79              SESSION: 3
DOCUMENT .......  1003 --  JAN 31 SALES REPORT
POSTING DATE: ..  01/31/79                       1,345.54
ISSUE DATE: ...   01/31                           1,345.54-
AMOUNT .......        1,345.54
=====================================================================
ACCT   DESCRIPTION            AMOUNT(OR '?')    Y/N
1002  CASH IN BANK               1,345.54        Y
3003  CREDIT CARD SALES          1,345.54-       Y



        ** DOCUMENT BALANCED -- PRESS 'ENTER' TO CONTINUE ** _
```

You can finish SESSION 3 in the same manner as before. Take a quick break while the computer does the recap, and session posting. When we return to the Master Menu, we will post a "COST-OF-GOODS SOLD" transaction in the next Transaction Posting session. Don't skip the next few sections, even if you work for a service-based company, such as a law firm. We are going to show you some tricks that are built into the General Ledger Program, to save you a lot of time when you're posting transactions.

Type a Y to let the computer know that all the information you have entered so far is correct. Type 1 0 0 2 , and press ENTER , for the "CASH IN BANK" account. Enter the $1,345.54 in that account, to let the computer know where the money went. (Remember to press ENTER after the amount.) Type a Y if the line is correct. Type 3 0 0 3 for the "CREDIT CARD SALES" account, and press ENTER . Now, type in the balancing amount (the same amount with a minus sign in front of it), and press ENTER , and then press Y to tell the computer the line is correct.

SESSION 4

It's still January 31, 1979, so you don't have to change the date. Simply press [P].
DOCUMENT 1004 will be named "COST OF GOODS SOLD", so type that in,
and press [ENTER]. For the dates, use the same trick as the previous sessions.

We now have to record the cost of the inventory that we sold in the 3 previous
sessions. This is not the total selling price, it is how much the products that we
sold cost us. We have to balance cost for the sales against our Inventory. We are
going to enter the information as we did before, but with one difference.

What To Do if You Don't Know the Total Amount

This time we don't know the total we are going to use, or how much we are going
to subtract from our inventory. What do we do? We just let the TRS-80 do the
calculating for us, and tell us what the amount should be. Here's how it works:
The program is asking us for an amount, but we don't know the amount. Type a
[?], and press [ENTER]. The screen informs us that the amount is unknown, and
lets us know the computer is aware of that fact. Now type in these accounts and
figures:

ACCT	DESCRIPTION	AMOUNT	Y/N
3101	COST OF SALES/CASH	2106.18	Y
3102	COST OF SALES/CHG	8102.06	Y
3103	COST OF SALES/ CR CD	645.16	Y

These three amounts represent the cost-of-goods sold, for the sales that XYZ
Company made. If you look at the screen, just under the Session number, you'll
see that the TRS-80 has been keeping a running total of our entries. Now we
know how much to take out of our "MERCHANDISE INVENTORY" account.
We also know our balancing amount which was listed as "UNKNOWN" at the
start of this session. Our final entry should balance DOCUMENT 1004.

Here is the missing last entry:

ACCT	DESCRIPTION	AMOUNT	Y/N
1005	MDSE INVENTORY	−10853.40	Y

(Don't forget to press [ENTER] after the first two items, and don't forget to put a
minus sign in front of the amount of this entry.) You can now end **SESSION 4**
in the usual manner. After you have done the Recap, and the posting, we will do
a Session of checks, with a few more tricks to add to your list.

SESSION 5

In this session, we are going to post all the checks that we have written in the last month. We will show you how to include the check numbers, the date the check was issued, and a shortcut for transactions with two unknowns. If you are ready to start Session 5, press �P to return to the Transaction Posting section.

We will show you how to do the first few documents in this session, and then you can do the remaining documents on your own, using the information we will give you. This session consists of 14 separate documents. (We have shown you examples of several entries per document — now you will try several documents in one session.)

HOW TO KEEP TRACK OF THE CHECK NUMBERS

When posting checks, two additional facts must be included in each document. What was the check number, and when was it written (the issue date)? We can include the check number right in the name of the document. Our first check was check number 1Ø1. We paid $82.45 to the "Fort Worth Star Telegram" for a newspaper ad. We wrote the check on January 5, 1979. This transaction will be our first document. We will also let the computer do a little more calculating for us to save time.

The name of DOCUMENT 1ØØ5 will be "1Ø1 FW STAR TELEGRAM". The 1Ø1 in front of the name gives us a record of the check number. Type this in and press ENTER . It is still January 31, 1979, so press ENTER to use the current date as the Posting Date.

We wrote the check on January 5, 1979, and that is the date we will use as the Issue date. Type Ø 1 7 Ø 5, and press ENTER . Issue date should show: Ø1/Ø5. Even though we know the amount, type a ? , and press ENTER . Why? Because it saves time by not typing all the numbers.

The $82.45 will be charged to our "ADVERTISING" expense account. That will be our first entry. Type 4 1 Ø 1 , and press ENTER . The amount is $82.45. Type that in, and press ENTER . Type a Y if the line is correct.

MAKE THE COMPUTER TOTAL THE CHECKS

This is where we let the computer do the rest of the work. Type 1 Ø Ø 2 , and press ENTER . That's our "CASH IN BANK" account, which will balance out this document. Instead of typing in the negative amount, just type a ? , and press ENTER . By typing a question mark, you told the computer, "OK, I've given you all the positive numbers. You give me the negative total, and balance the transaction." The computer sees that you are waiting for an answer to fill in Account number 1ØØ2. It knows you have entered a positive amount already, so you must be ready to balance the transaction. Now all you do is press Y . The computer inserts the correct amount in the "UNKNOWN" amount line, enters the negative amount in the Bank Account, and balances the document. Press ENTER to go to the next document, and let's do another transaction.

Let the Computer Do the Balancing

The second ⟨?⟩ you type may be used on your LAST entry, to make the computer balance your document. Even if your balancing AMOUNT is known, you can save time by using the ⟨?⟩ to balance the document.

In DOCUMENT 1006, we will record that XYZ COMPANY wrote check 102 to MARY SMITH. The check was a commission check for $345.23. So the document name will be "102 MARY SMITH". The check issue date was January 8, 1979.

This is what your entries will look like:

DOCUMENT NAME	① ⓪ ② ☐ Ⓜ Ⓐ Ⓡ Ⓨ ☐ Ⓢ Ⓜ Ⓘ Ⓣ Ⓗ (Don't forget to press ⟨ENTER⟩)
POSTING DATE	Press ⟨ENTER⟩
ISSUE DATE	⓪ ① ⑦ ⓪ ⑧ , and press ⟨ENTER⟩
AMOUNT	Type a ⟨?⟩ , and press ⟨ENTER⟩
ENTRIES CORRECT	Press Ⓨ
ACCT	④ ① ⓪ ② , and press ⟨ENTER⟩
AMOUNT	③ ④ ⑤ ⨀ ② ③ , and press ⟨ENTER⟩
Y/N	Press Ⓨ
ACCT	① ⓪ ⓪ ② , and press ⟨ENTER⟩
AMOUNT	⟨?⟩ , press ⟨ENTER⟩
Y/N	Press Ⓨ

Document 1006 is now balanced, so press ⟨ENTER⟩ to go on to Document 1007. At this point you should be getting the idea of posting. The rest of SESSION 5 you can enter by yourself, using the data in Appendix 11. After you have entered all the documents, complete the session in the usual manner.

SESSION 6

You're ready to try this session by yourself. All the information you need for this session will be found in Appendix 12. Enter all the documents, and try to use the questions marks to save time.

Notice in this session that the last two documents carry the description . . .

ACCT REC JOURNAL
PURCHASES JOURNAL

This is just a sample entry which indicates that you might have another journal (manual or computer) where all "Accounts Receivable" invoices are listed and totaled, and this entry to the GENERAL LEDGER represents the summary amounts from that journal. Or, you might keep all "Merchandise Purchases" on a separate journal, and the same process applies. The possibilities are really up to you, and the way you want to keep your own accounting records.

This is the last posting session for the month. After you have printed your recap and posted the session, you will be ready to print a complete record of the month's transactions.

How to Print a Record of the Month's Documents

You are now ready to ask for some reports of the month's transactions, so press
T , and the screen will show:

```
         XYZ COMPANY
      ** TRANSACTION REPORTS **
      DATE : 01/10/79

<A> C C O U N T   N O   S E Q U E N C E
<D> O C U M E N T   N O   S E Q U E N C E
<R> E T U R N   T O   M A S T E R   M E N U

> ENTER SELECTION :
```
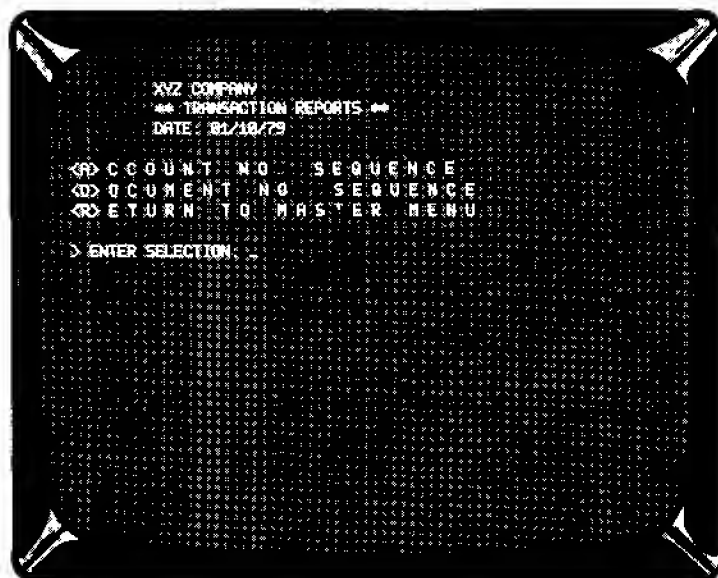
By Account, or Document Number

You will want to print your transactions in account number sequence (as shown
in Appendix 13), so press A and the printer will begin to print your report. This
is a primary part of your accounting records, and should be carefully and
systematically filed. When the report is finished, you should press D if you want
a printout by document number of all documents entered this month. You will
already have this information in your session recaps, but you might want the
whole month on one printout. If you want this printout, press D . If you are
following our XYZ COMPANY example, your printout should match Appendices
13 and 14.

When you are ready to go on, press R to return to the Master Menu. Before you
print your financial statements for the month, it is a good idea to print a Trial
Balance. Just press A at the Master Menu to enter the (A)ccount Maintenance
section. When the Account Maintenance Menu appears, simply press P in order
to print your Trial Balance. The XYZ COMPANY end-of-month Trial Balance is
in Appendix 15. Once the Trial Balance has printed, press R to return to the
Master Menu.

Press [I] (that's just about all you have to type). When you are asked to enter the ENDING DATE FOR THE PERIOD, simply press [ENTER]. Remember, unless you are told otherwise, pressing [ENTER] for a date will use the current date. That's all there is to it. Your printout should match Appendix 16. At the end of the printout the computer will automatically bring us to the next section which is:

Closing a Month

Since this is the end of the month, you will answer [Y] [E] [S] to the question END OF MONTH (YES/NO). If you had typed [N] [O], you will be returned to the Master Menu, and the month will not be closed.

Now the program will ask you if this is the END OF THE YEAR ALSO (YES/NO). Since it is only January 31, type [N] [O], and press [ENTER].

Closing a Year

Answer both of the above questions [Y] [E] [S].

At the end of both of these closings, your computer will ask if you WANT TO PRINT A BALANCE SHEET (Y/N). This is usually where you will print the Balance Sheet, because a Balance Sheet will be OUT OF BALANCE until you do a closing. There might be times during a month when someone might request a Balance Sheet. You can simply print one by pressing [B] at the Master Menu without doing a closing. Just be aware that an OUT OF BALANCE condition will occur if you haven't done a closing or if you posted an invalid document.

When you request a Balance Sheet, the program will ask you whether you want a one page or two page Balance Sheet. Press [S] for a single page Balance Sheet, press [T] for a two page Balance Sheet, or press [@] to exit to the Master Menu. If you have a lot of Assets and Liabilities, you will probably want to print a two page Balance Sheet (try both ways and see which looks nicer).

Except for a few details, you have completed the General Ledger Manual, and you have learned how to use the Radio Shack General Ledger Program. From here on, everything is easy. The important thing is that you did the books correctly, and you got a feel for using the computer to save time, and eliminate a lot of tedious entering. In the back of this manual are examples of every printout, so you can compare your printouts to the examples. They should be identical.

The next section of the book is very important. It will tell you how to erase everything we have done, so that you can enter your own company's information. You will learn how to take care of the diskettes, and how to rotate them so you have "backup" copies in case something happens to one of the diskettes.

The last section tells you how to convert the previous General Ledger 1.0, so it will work with this new 1.1 version.

We sincerely hope this manual has been of some assistance to you in learning the General Ledger system. We realize that we may have overlooked some things. If we have, we apologize. Nothing in life is ever perfect, but if we have helped make your life a little easier, then we have done our job.

The Radio Shack General Ledger is only one part of a comprehensive series of related business programs which will include:
Inventory Control
Payroll
Accounts Receivable/Payable
and a wide range of programs for specific business applications such as:
Real Estate Analysis   Construction   Surveying
Statistical Analysis   Stock Market   Attorney Time Keeping

Once you have finished playing with your GENERAL LEDGER 1.1 and want to do some REAL work, it is quite simple to start over again. Just follow these steps:

1. Place your General Ledger diskettes in drives 0 and 1. Turn on the computer in the usual fashion. You should see a DOS READY on the screen.

2. Type K I L L _ C T R L, and press ENTER .

3. Type K I L L _ G L _ O U R , and press ENTER .

4. Type K I L L _ D E T A I L , and press ENTER .

5. Type K I L L _ G L M A S T E R , and press ENTER.
   (If the screen shows; FILE NOT IN DIRECTORY, and you've spelled every-thing right, then don't worry about it, go on to the next KILL command. You never created the file in the first place. These files are created as you enter data.)

6. You are all set to start over again. At this point, go to the section titled "Creating the Actual General Ledger", and run "GLINIT".

Each time you create a ledger for a company, the first program you must RUN is GLINIT. This is described in the "Creating the Actual General Ledger" section. Run GLINIT only once per company. Run GL from then on to use the General Ledger.

* NOTE TO ACCOUNTANTS *

For each company you set up, you will need two diskettes. The first diskette will be a BACKUP copy of your original General Ledger diskette which comes in this manual. (The original General Ledger diskette should NEVER be used to actually run the General Ledger program. It is only used for copying.) The second diskette is used to store transactions and the chart of accounts. Each data diskette MUST be FORMATTED before use.

This section is primarily concerned with the correction of Posting errors. Most errors that occur in the account or category sections can be corrected by simply voiding the old entry, and creating a new correct entry, or account. Transaction Posting is a bit more difficult, since there are many places for errors to occur during a normal period of posting. Here are several error situations, and how to recover from them:

IF YOU ENTER THE WRONG AMOUNT FOR THE ENTRY TOTAL:

1. After you enter the amount, the program asks you if all entries are correct. This is your first chance to correct the error. Press Ⓝ .

2. Type in the account information (using the error amount) and balance the document with your second entry. Print a Posting Summary. When the program asks if you want to post this session, press Ⓝ . You will return to the start of the same session. Now you can enter the correct figures.

3. If the overall amount is too low, you can use two documents to post the correct amount. Post the low amount in the first document, and post the rest of the amount in the next document. Both documents must be balanced.

4. If the overall amount is too high, and you've made a lot of entries to this document, you probably don't want to cancel all your efforts. Here's a little trick; Finish all the normal entries, using the correct figures. Now you're at the point where the document would be in balance, except for the error. OK, pick an account, any account. Type in the account number, and the amount of the error. (Not the whole amount, just how much you went over the correct amount.) Press Ⓨ to let the computer know the line is correct. For the next entry, type in the SAME account number, and enter the minus amount of the error. Presto, the document is balanced, and you can go on to the next document. What about the crazy amount in that last account? Don't worry about it. We put some money into it, and took it right back out. It won't even show up on your balance sheet, or income statement. You can indicate what you did on the posting recap.

IF YOU DISCOVER AN ERROR AFTER YOU HAVE POSTED A SESSION:

Here is the document you typed:

```
DOCUMENT 1020 — FEB 10 SALES REPORT
1003    ACCOUNTS RECEIVABLE        15498.80
3002    30 DAY CHG SALES          −15498.80
        **DOCUMENT BALANCED**
```

Let's say you used the wrong amounts for this document, and you already posted that session. The amount should have been $15498.08, and you used $15498.80. You have to correct the 72 cent error. This is what you do: In the next available session, we will reverse the amounts in the new document, to cancel out Document 1020. Let's say it's Session 12. Here is what you type:

```
DOCUMENT 1041 –[R][E][V][E][R][S][E][ ][D][O][C][ ][.][ ][1][0][2][0]
[1][0][0][3]ACCOUNTS RECEIVABLE    [–][1][5][4][9][8][.][8][0]
[3][0][0][2]30 DAY CHG SALES        [1][5][4][9][8][.][8][0]
         **DOCUMENT BALANCED**
```

We have now canceled out Document 1020. Now we can call Document 1042 CORRECTED DOC. 1020, and we can enter the right amounts this time. Anyone can follow what happened at any time, and the books are now correct.

Program will not accept your input

> You are trying to enter information the program doesn't want, or you are using the wrong format. Dates should be entered as MM/DD/YY. Amounts should be entered as 000.00. For menu options, type the requested letter.

** RETAINED EARNINGS AND YEAR-TO-DATE P & L MUST BE DIFFERENT **

> Both accounts have the same account number. One of the accounts must be changed to a different account number.

** ACCOUNT # MUST BE BETWEEN 2001 AND 2999 **

> You attempted to assign RETAINED EARNINGS or YEAR-TO-DATE P & L to an account number below 2001 or above 2999. Assign a number within the specified range.

** 100 ACCOUNTS ALREADY IN FILE **

> You have reached the maximum account capacity of GL 1.1. Go back to the INQUIRE/EDIT mode, and delete any unnecessary accounts, or combine some accounts.

** ACCOUNT 0000 MUST BE (A)DDED **

> You tried to return to the Master Menu without adding Retained Earnings or Year-to-Date P & L. Select (A)DD ACCOUNTS and enter them.

** ACCOUNT NOT FOUND **

> (F)IND couldn't find the requested account. Check for a possible typing error.

** ACCOUNT EXISTS **

> You tried to (A)DD an account which had already been typed in. The existing account is automatically displayed for your inspection.

?? EDIT WHAT ??
?? DELETE WHAT ??

> The computer doesn't know what to edit or delete because there is no account specified. Use (F)IND or (N)EXT to select the desired account.

** FIRST ACCOUNT **

> There are no (P)REVIOUS accounts. This is the first.

** LAST ACCOUNT **

> There is no (N)EXT account. This is the last account.

** ACCOUNT IN USE — CAN'T DELETE **

> The computer refuses to (D)ELETE the requested account. A transaction has been posted to that account and deleting it would put you out of balance. You may delete the account after the month has been closed, and you have printed an Income Statement.

** RETAINED EARNINGS AND Y-T-D P&L MUST BE CAPITAL ACCOUNTS **
While (A)DDing your Retained Earnings or Year-to-Date P&L accounts, you
entered an account TYPE of something other than CAPITAL. Press [C] for
account TYPE.

** INCOME & EXPENSE ACCOUNTS MUST BE OVER 2999 **
You pressed either [I] or [E] as the account TYPE of an account with a
number below 3000. All Income and Expense accounts must be numbered
3000 to 9999.

** PRINTER NOT READY **
Your line printer is disconnected, turned off, out of paper, or the PRINT
switch on the front of the printer is off. Fix your printer and press [ENTER].

** NOT FOUND **
You requested a transaction to be performed with a non-existent account.

** INVALID **
If you try to add entries that exceed the amount you originally specified as
your total amount, the computer will not accept the number. It will also print
an INVALID if you try to enter a [?] as your first entry without having an
amount to balance against.

> ARE YOU SURE (Y/N)?
A double-check for trouble areas. It gives you one more chance to determine
if you really want to do what you requested. Go very slow if you see this
question.

** THIS IS ONLY FISCAL MONTH NUMBER 00
> ARE YOU SURE YOU WANT A YEAR END CLOSING (YES/NO)?
You are trying to do a year end closing before the end of the fiscal year. This
is a double-check to make sure you have a valid reason for doing this.

** OUT OF BALANCE **
Somewhere along the month's postings, you have created an out of balance
condition. Go back and check the recaps. The amount you're out of balance
may help pinpoint the problem entry.

1. Insert the General Ledger 1.1 Master diskette in Drive #0, and close the door.

2. Insert the 1.0 General Ledger Diskette in Drive #1, and close the door.

3. Press the Reset button on the left rear apron of the TRS-80 keyboard.

4. When DOS READY appears, type `COPY CTRL:1 TO CTRL:0`, and press `ENTER`.

5. Type `COP Y GLJOUR:1 TO GLJOUR:0`, and press `ENTER`.

6. Remove the GL 1.0 diskette from Drive #1, and insert your 1.0 Data diskette.

7. Type `BASIC`, and press `ENTER`.

8. Press `ENTER` twice when asked HOW MANY FILES? and MEMORY SIZE?

9. Type `RUN "GL"`, and press `ENTER`.

10. When the Master Menu appears, press `A` for (A)CCOUNT MAINTENANCE.

11. Under ACCOUNT MAINTENANCE, press `I` for the (I)NQUIRE/EDIT function.

12. Change the RETAINED EARNINGS account, and YEAR-TO-DATE P & L accounts to CAPITAL accounts. Add any other CAPITAL accounts.

13. After you make the required changes, return to the Master Menu, and resume normal operations.

14. You are now using the GENERAL LEDGER 1.1 Program.

ACCT.	DESCRIPTION	PREVIOUS MONTH	YEAR-TO-DATE

ACCT.	DESCRIPTION	PREVIOUS MONTH	YEAR-TO-DATE

Appendix 4

ACCT.	DESCRIPTION	PREVIOUS MONTH	YEAR-TO-DATE

LIABILITIES WORKSHEET   ACCOUNT RANGE: 2000-2499

ACCT.	DESCRIPTION	PREVIOUS MONTH	YEAR-TO-DATE

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Appendix 4

ACCT.	DESCRIPTION	PREVIOUS MONTH	YEAR-TO-DATE
	YEAR-TO-DATE P & L		
	RETAINED EARNINGS		

ACCT.	DESCRIPTION	PREVIOUS MONTH	YEAR-TO-DATE
	YEAR-TO-DATE P & L		
	RETAINED EARNINGS		

Appendix 4

ACCT.	DESCRIPTION	CATE-GORY	PREVIOUS MONTH	YEAR-TO-DATE
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		

INCOME WORKSHEET   ACCOUNT RANGE: 3000 & up

ACCT.	DESCRIPTION	CATE-GORY	PREVIOUS MONTH	YEAR-TO-DATE
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
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		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		

Appendix 4

ACCOUNT RANGE: 3000 & up

ACCT.	DESCRIPTION	CATE-GORY 2-6	PREVIOUS MONTH	YEAR-TO-DATE

EXPENSE WORKSHEET

ACCOUNT RANGE: 3000 & up

ACCT.	DESCRIPTION	CATE-GORY 2-6	PREVIOUS MONTH	YEAR-TO-DATE

Appendix 5

```
                    XYZ COMPANY
                    GENERAL LEDGER TRIAL BALANCE
                    DATE: 01/01/79


ACCT                         ACCT  CAT.  -------------TRANSACTION ACTIVITY-----------
NO.   DESCRIPTION            TYPE  CODE  PREVIOUS MO.    CURRENT MO.    YEAR TO DATE
=====================================================================================
1001  CASH ON HAND           A    -         0.00           0.00            667.09
1002  CASH IN BANK           A    -         0.00           0.00          5,248.08
1003  ACCOUNTS RECEIVABLE    A    -         0.00           0.00         15,498.08
1004  BAD DEBT ALLOWANCE     A    -         0.00           0.00            500.00-
1005  MDSE INVENTORY         A    -         0.00           0.00         22,146.60
1006  FIXED ASSETS           A    -         0.00           0.00         11,000.00
1007  DEPR ALLOWANCE         A    -         0.00           0.00          3,250.00-
2001  ACCOUNTS PAYABLE       L    -         0.00           0.00         17,257.89-
2002  TAXES WITHHELD         L    -         0.00           0.00          1,000.00-
2003  NOTES PAYABLE          L    -         0.00           0.00          6,056.00-
2004  ACCRUED PAYROLL        L    -         0.00           0.00          1,809.23-
2005  ACCRUED TAXES          L    -         0.00           0.00            766.43-
2501  COMMON STOCK           C    -         0.00           0.00          5,000.00-
2502  PREFERED STOCK         C    -         0.00           0.00          3,000.00-
2503  TREASURY STOCK         C    -         0.00           0.00          2,000.00
2999  RETAINED EARNINGS      C    -         0.00           0.00         17,920.30-
3001  CASH SALES             I    1         0.00           0.00              0.00
3002  30 DAY CHG SALES       I    1         0.00           0.00              0.00
3003  CREDIT CARD SALES      I    1         0.00           0.00              0.00
3101  COST OF SALES/CASH     E    2         0.00           0.00              0.00
3102  COST OF SALES/CHG      E    2         0.00           0.00              0.00
3103  COST OF SALES/CR CD    E    2         0.00           0.00              0.00
4101  ADVERTISING            E    3         0.00           0.00              0.00
4102  COMMISSIONS            E    3         0.00           0.00              0.00
4103  PROMOTION              E    3         0.00           0.00              0.00
4104  PUBLICITY              E    3         0.00           0.00              0.00
5101  SALESMEN'S SALARIES    E    3         0.00           0.00              0.00
5102  CLERICAL SALARIES      E    4         0.00           0.00              0.00
5103  ADMIN SALARIES         E    4         0.00           0.00              0.00
5104  MANAGEMENT SALARIES    E    4         0.00           0.00              0.00
6101  COMPUTER FEES          E    4         0.00           0.00              0.00
6102  DUES & SUBSCRIPTIONS   E    4         0.00           0.00              0.00
6103  AUTO EXPENSES          E    4         0.00           0.00              0.00
6104  RENT EXPENSE           E    4         0.00           0.00              0.00
6105  UTILITIES              E    4         0.00           0.00              0.00
6106  TAXES                  E    4         0.00           0.00              0.00
6107  DEPRECIATION           E    4         0.00           0.00              0.00
6108  ACCOUNTING             E    4         0.00           0.00              0.00
6109  LEGAL FEES             E    4         0.00           0.00              0.00
6110  INTEREST               E    4         0.00           0.00              0.00
6111  SUPPLIES               E    4         0.00           0.00              0.00
6112  TRAVEL                 E    4         0.00           0.00              0.00

               BALANCE =                    0.00           0.00              0.00
```

Appendix 6

```
XYZ COMPANY
GENERAL LEDGER ACCOUNT LIST
DATE: 01/01/79
```

ACCT NO.	DESCRIPTION	ACCT TYPE	CAT. CODE	PREVIOUS MO.	CURRENT MO.	YEAR TO DATE
1001	CASH ON HAND	A	–	0.00	0.00	667.09
1002	CASH IN BANK	A	–	0.00	0.00	5,248.08
1003	ACCOUNTS RECEIVABLE	A	–	0.00	0.00	15,498.08
1004	BAD DEBT ALLOWANCE	A	–	0.00	0.00	500.00-
1005	MDSE INVENTORY	A	–	0.00	0.00	22,146.60
1006	FIXED ASSETS	A	–	0.00	0.00	11,000.00
1007	DEPR ALLOWANCE	A	–	0.00	0.00	3,250.00-
2001	ACCOUNTS PAYABLE	L	–	0.00	0.00	17,257.89-
2002	TAXES WITHHELD	L	–	0.00	0.00	1,000.00-
2003	NOTES PAYABLE	L	–	0.00	0.00	6,056.00-
2004	ACCRUED PAYROLL	L	–	0.00	0.00	1,809.23-
2005	ACCRUED TAXES	L	–	0.00	0.00	766.43-
2501	COMMON STOCK	C	–	0.00	0.00	5,000.00-
2502	PREFERED STOCK	C	–	0.00	0.00	3,000.00-
2503	TREASURY STOCK	C	–	0.00	0.00	2,000.00
2998	YEAR-TO-DATE P & L	C	–	0.00	0.00	0.00
2999	RETAINED EARNINGS	C	–	0.00	0.00	17,920.30-
3001	CASH SALES	I	1	0.00	0.00	0.00
3002	30 DAY CHG SALES	I	1	0.00	0.00	0.00
3003	CREDIT CARD SALES	I	1	0.00	0.00	0.00
3101	COST OF SALES/CASH	E	2	0.00	0.00	0.00
3102	COST OF SALES/CHG	E	2	0.00	0.00	0.00
3103	COST OF SALES/CR CD	E	2	0.00	0.00	0.00
4101	ADVERTISING	E	3	0.00	0.00	0.00
4102	COMMISSIONS	E	3	0.00	0.00	0.00
4103	PROMOTION	E	3	0.00	0.00	0.00
4104	PUBLICITY	E	3	0.00	0.00	0.00
5101	SALESMEN'S SALARIES	E	3	0.00	0.00	0.00
5102	CLERICAL SALARIES	E	4	0.00	0.00	0.00
5103	ADMIN SALARIES	E	4	0.00	0.00	0.00
5104	MANAGEMENT SALARIES	E	4	0.00	0.00	0.00
6101	COMPUTER FEES	E	4	0.00	0.00	0.00
6102	DUES & SUBSCRIPTIONS	E	4	0.00	0.00	0.00
6103	AUTO EXPENSES	E	4	0.00	0.00	0.00
6104	RENT EXPENSE	E	4	0.00	0.00	0.00
6105	UTILITIES	E	4	0.00	0.00	0.00
6106	TAXES	E	4	0.00	0.00	0.00
6107	DEPRECIATION	E	4	0.00	0.00	0.00
6108	ACCOUNTING	E	4	0.00	0.00	0.00
6109	LEGAL FEES	E	4	0.00	0.00	0.00
6110	INTEREST	E	4	0.00	0.00	0.00
6111	SUPPLIES	E	4	0.00	0.00	0.00
6112	TRAVEL	E	4	0.00	0.00	0.00

Appendix 7

```
XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/10/79
```

```
DOCUMENT SEQUENCE

ACCT                         ACCT    ENTRY  POSTING  ISSUE
NO. DESCRIPTION              TYPE    TYPE    DATE     DATE      AMOUNT
===========================================================================

** DOCUMENT: 1001 --  JAN 10 SALES REPORT
  1003 ACCOUNTS RECEIVABLE    A       M    01/10/79  01/10      15,498.08
  3002 30 DAY CHG SALES       I       M    01/10/79  01/10      15,498.08-
                                                     TOTAL          0.00  **


               *****************************
               SESSION TOTAL          0.00
               *****************************
```

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XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/10/79

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1003	ACCOUNTS RECEIVABLE	15,498.08
3002	30 DAY CHG SALES	15,498.08-

```
         ***************************
         TOTAL            0.00
         ***************************
```

Appendix 8

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/20/79

DOCUMENT SEQUENCE

ACCT NO.	DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
=========	==============	=====	=====	========	=======	============
** DOCUMENT: 1002 --	JAN 20 SALES REPORT					
1001	CASH ON HAND	A	M	01/20/79	01/20	567.09
1002	CASH IN BANK	A	M	01/20/79	01/20	4,000.00
3001	CASH SALES	I	M	01/20/79	01/20	4,567.09-
					TOTAL	0.00 **

```
*****************************
SESSION TOTAL        0.00
*****************************
```

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/20/79

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1001	CASH ON HAND	567.09
1002	CASH IN BANK	4,000.00
3001	CASH SALES	4,567.09-

```
         ****************************
         TOTAL              0.00
         ****************************
```

Appendix 9

```
                       XYZ COMPANY
                       GENERAL LEDGER POSTING SUMMARY
                       DATE: 01/31/79

DOCUMENT SEQUENCE

ACCT                      ACCT   ENTRY  POSTING  ISSUE
 NO. DESCRIPTION          TYPE   TYPE    DATE     DATE      AMOUNT
==============================================================================

** DOCUMENT: 1003 --  JAN 31 SALES REPORT
  1002 CASH IN BANK         A     M    01/31/79  01/31     1,345.54
  3003 CREDIT CARD SALES    I     M    01/31/79  01/31     1,345.54-
                                               TOTAL          0.00  **

             ***************************
             SESSION TOTAL          0.00
             ***************************
```

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/79

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1002	CASH IN BANK	1,345.54
3003	CREDIT CARD SALES	1,345.54-

```
****************************
TOTAL          0.00
****************************
```

Appendix 10

```
                   XYZ COMPANY
                   GENERAL LEDGER POSTING SUMMARY
                   DATE: 01/31/79
```

DOCUMENT SEQUENCE

```
ACCT                            ACCT   ENTRY  POSTING  ISSUE
NO. DESCRIPTION                 TYPE   TYPE   DATE     DATE      AMOUNT
=========================================================================

** DOCUMENT: 1004 --   COST OF GOODS SOLD
  3101 COST OF SALES/CASH        E      M     01/31/79  01/31     2,106.18
  3102 COST OF SALES/CHG         E      M     01/31/79  01/31     8,102.06
  3103 COST OF SALES/CR CD       E      M     01/31/79  01/31       645.16
  1005 MDSE INVENTORY            A      M     01/31/79  01/31    10,853.40-
                                                         TOTAL       0.00  **


                   ********************************
                   SESSION TOTAL          0.00
                   ********************************
```

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XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/79

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1005	MDSE INVENTORY	10,853.40-
3101	COST OF SALES/CASH	2,106.18
3102	COST OF SALES/CHG	8,102.06
3103	COST OF SALES/CR CD	645.16

```
****************************
TOTAL              0.00
****************************
```

Appendix 11

```
                       XYZ COMPANY
                       GENERAL LEDGER POSTING SUMMARY
                       DATE: 01/31/79

DOCUMENT SEQUENCE

ACCT                         ACCT   ENTRY  POSTING  ISSUE
NO. DESCRIPTION              TYPE   TYPE   DATE     DATE      AMOUNT
=================================================================================

** DOCUMENT: 1005 --  101 FW STAR TELEGRAM
   4101 ADVERTISING           E      M    01/31/79  01/05      82.45
   1002 CASH IN BANK          A      M    01/31/79  01/05      82.45-
                                                   TOTAL        0.00  **

** DOCUMENT: 1006 --  102 MARY SMITH
   4102 COMMISSIONS           E      M    01/31/79  01/08     345.23
   1002 CASH IN BANK          A      M    01/31/79  01/08     345.23-
                                                   TOTAL        0.00  **

** DOCUMENT: 1007 --  103 ACME SUPPLIES
   4103 PROMOTION             E      M    01/31/79  01/10      45.67
   1002 CASH IN BANK          A      M    01/31/79  01/10      45.67-
                                                   TOTAL        0.00  **

** DOCUMENT: 1008 --  104 BUSINESS WEEK
   6102 DUES & SUBSCRIPTIONS  E      M    01/31/79  01/12      36.00
   1002 CASH IN BANK          A      M    01/31/79  01/12      36.00-
                                                   TOTAL        0.00  **

** DOCUMENT: 1009 --  105 ROACH PUBLIC REL
   4104 PUBLICITY             E      M    01/31/79  01/13     100.00
   1002 CASH IN BANK          A      M    01/31/79  01/13     100.00-
                                                   TOTAL        0.00  **

** DOCUMENT: 1010 --  106 JACK SAYLES
   5101 SALESMEN'S SALARIES   E      M    01/31/79  01/14     500.00
   1002 CASH IN BANK          A      M    01/31/79  01/14     500.00-
                                                   TOTAL        0.00  **

** DOCUMENT: 1011 --  107 MARTY MANAGER
   5104 MANAGEMENT SALARIES   E      M    01/31/79  01/15     987.78
   1002 CASH IN BANK          A      M    01/31/79  01/15     987.78-
                                                   TOTAL        0.00  **

** DOCUMENT: 1012 --  108 TECH COMPUTERS
   6101 COMPUTER FEES         E      M    01/31/79  01/16   1,234.45
   1002 CASH IN BANK          A      M    01/31/79  01/16   1,234.45-
                                                   TOTAL        0.00  **

** DOCUMENT: 1013 --  109 MOBIL OIL
   6103 AUTO EXPENSES         E      M    01/31/79  01/18     134.34
   1002 CASH IN BANK          A      M    01/31/79  01/18     134.34-
                                                   TOTAL        0.00  **

** DOCUMENT: 1014 --  110 ASSOC REALTY
   6104 RENT EXPENSE          E      M    01/31/79  01/20   1,234.34
   1002 CASH IN BANK          A      M    01/31/79  01/20   1,234.34-
                                                   TOTAL        0.00  **
```

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/79

DOCUMENT SEQUENCE

ACCT NO. DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
==

** DOCUMENT: 1015 -- 111 TEXAS ELECTRIC

6105 UTILITIES	E	M	01/31/79	01/24	348.98
1002 CASH IN BANK	A	M	01/31/79	01/24	348.98-
				TOTAL	0.00 **

** DOCUMENT: 1016 -- 112 STANDARD OFFICE

6111 SUPPLIES	E	M	01/31/79	01/28	3.22
1002 CASH IN BANK	A	M	01/31/79	01/28	3.22-
				TOTAL	0.00 **

** DOCUMENT: 1017 -- 113 PERCY'S TOURS

6112 TRAVEL	E	M	01/31/79	01/25	45.00
1002 CASH IN BANK	A	M	01/31/79	01/25	45.00-
				TOTAL	0.00 **

** DOCUMENT: 1018 -- 114 CAPITAL EQUIP CO

1006 FIXED ASSETS	A	M	01/31/79	01/25	1,000.00
1002 CASH IN BANK	A	M	01/31/79	01/25	1,000.00-
				TOTAL	0.00 **

```
***************************
SESSION TOTAL        0.00
***************************
```

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/79

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1002	CASH IN BANK	6,097.46-
1006	FIXED ASSETS	1,000.00
4101	ADVERTISING	82.45
4102	COMMISSIONS	345.23
4103	PROMOTION	45.67
4104	PUBLICITY	100.00
5101	SALESMEN'S SALARIES	500.00
5104	MANAGEMENT SALARIES	987.78
6101	COMPUTER FEES	1,234.45
6102	DUES & SUBSCRIPTIONS	36.00
6103	AUTO EXPENSES	134.34
6104	RENT EXPENSE	1,234.34
6105	UTILITIES	348.98
6111	SUPPLIES	3.22
6112	TRAVEL	45.00

```
****************************
TOTAL          0.00
****************************
```

Appendix 12

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/79

DOCUMENT SEQUENCE

ACCT NO. DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
==

```
** DOCUMENT: 1019 -- PAYROLL REGISTER
  5102 CLERICAL SALARIES      E    M    01/31/79  01/31        432.56
  2004 ACCRUED PAYROLL        L    M    01/31/79  01/31        432.56-
                                                  TOTAL          0.00  **

** DOCUMENT: 1020 -- PAYROLL REGISTER
  5103 ADMIN SALARIES         E    M    01/31/79  01/31        876.67
  2004 ACCRUED PAYROLL        L    M    01/31/79  01/31        876.67-
                                                  TOTAL          0.00  **

** DOCUMENT: 1021 -- JAN P/R TAX
  6106 TAXES                  E    M    01/31/79  01/31        166.43
  2005 ACCRUED TAXES          L    M    01/31/79  01/31        166.43-
                                                  TOTAL          0.00  **

** DOCUMENT: 1022 -- PRICE & WATERS
  6108 ACCOUNTING             E    M    01/31/79  01/31        800.00
  2001 ACCOUNTS PAYABLE       L    M    01/31/79  01/31        800.00-
                                                  TOTAL          0.00  **

** DOCUMENT: 1023 -- DUDLEY LEGALMAN
  6109 LEGAL FEES             E    M    01/31/79  01/31        457.89
  2001 ACCOUNTS PAYABLE       L    M    01/31/79  01/31        457.89-
                                                  TOTAL          0.00  **

** DOCUMENT: 1024 -- DEPR SHEDULE
  6107 DEPRECIATION           E    M    01/31/79  01/31        250.00
  1007 DEPR ALLOWANCE         A    M    01/31/79  01/31        250.00-
                                                  TOTAL          0.00  **

** DOCUMENT: 1025 -- 1ST NATL BANK
  6110 INTEREST               E    M    01/31/79  01/31         56.00
  2003 NOTES PAYABLE          L    M    01/31/79  01/31         56.00-
                                                  TOTAL          0.00  **

** DOCUMENT: 1026 -- ACCT REC JOURNAL
  1002 CASH IN BANK           A    M    01/31/79  01/31       5,000.00
  1003 ACCOUNTS RECEIVABLE    A    M    01/31/79  01/31       5,000.00-
                                                  TOTAL          0.00  **

** DOCUMENT: 1027 -- PURCHASE JOURNAL
  1005 MDSE INVENTORY         A    M    01/31/79  01/31       8,000.00
  2001 ACCOUNTS PAYABLE       L    M    01/31/79  01/31       8,000.00-
                                                  TOTAL          0.00  **
```

```
*****************************
SESSION TOTAL        0.00
*****************************
```

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/79

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1002	CASH IN BANK	5,000.00
1003	ACCOUNTS RECEIVABLE	5,000.00-
1005	MDSE INVENTORY	8,000.00
1007	DEPR ALLOWANCE	250.00-
2001	ACCOUNTS PAYABLE	9,257.89-
2003	NOTES PAYABLE	56.00-
2004	ACCRUED PAYROLL	1,309.23-
2005	ACCRUED TAXES	166.43-
5102	CLERICAL SALARIES	432.56
5103	ADMIN SALARIES	876.67
6106	TAXES	166.43
6107	DEPRECIATION	250.00
6108	ACCOUNTING	800.00
6109	LEGAL FEES	457.89
6110	INTEREST	56.00

```
*****************************
TOTAL              0.00
*****************************
```

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Appendix 13

```
                    XYZ COMPANY
                    MONTHLY TRANSACTIONS REPORT
                    DATE: 01/31/79

ACCOUNT NO. SEQUENCE

   DOCUMENT    DESCRIPTION                              AMOUNT
   ===================================================================

** ACCT   1001  CASH ON HAND          A **
   1002   JAN 20 SALES REPORT    M    01/20/79        567.09
                                      TOTAL           567.09

** ACCT   1002  CASH IN BANK          A **
   1002   JAN 20 SALES REPORT    M    01/20/79      4,000.00
   1003   JAN 31 SALES REPORT    M    01/31/79      1,345.54
   1005   101 FW STAR TELEGRAM   M    01/31/79         82.45-
   1006   102 MARY SMITH         M    01/31/79        345.23-
   1007   103 ACME SUPPLIES      M    01/31/79         45.67-
   1008   104 BUSINESS WEEK      M    01/31/79         36.00-
   1009   105 ROACH PUBLIC REL   M    01/31/79        100.00-
   1010   106 JACK SAYLES        M    01/31/79        500.00-
   1011   107 MARTY MANAGER      M    01/31/79        987.78-
   1012   108 TECH COMPUTERS     M    01/31/79      1,234.45-
   1013   109 MOBIL OIL          M    01/31/79        134.34-
   1014   110 ASSOC REALTY       M    01/31/79      1,234.34-
   1015   111 TEXAS ELECTRIC     M    01/31/79        348.98-
   1016   112 STANDARD OFFICE    M    01/31/79          3.22-
   1017   113 PERCY'S TOURS      M    01/31/79         45.00-
   1018   114 CAPITAL EQUIP CO   M    01/31/79      1,000.00-
   1026   ACCT REC JOURNAL       M    01/31/79      5,000.00
                                      TOTAL         4,248.08

** ACCT   1003  ACCOUNTS RECEIVABLE   A **
   1001   JAN 10 SALES REPORT    M    01/10/79     15,498.08
   1026   ACCT REC JOURNAL       M    01/31/79      5,000.00-
                                      TOTAL        10,498.08

** ACCT   1005  MDSE INVENTORY        A **
   1004   COST OF GOODS SOLD     M    01/31/79     10,853.40-
   1027   PURCHASE JOURNAL       M    01/31/79      8,000.00
                                      TOTAL         2,853.40-

** ACCT   1006  FIXED ASSETS          A **
   1018   114 CAPITAL EQUIP CO   M    01/31/79      1,000.00
                                      TOTAL         1,000.00

** ACCT   1007  DEPR ALLOWANCE        A **
   1024   DEPR SHEDULE           M    01/31/79        250.00-
                                      TOTAL           250.00-

** ACCT   2001  ACCOUNTS PAYABLE      L **
   1022   PRICE & WATERS         M    01/31/79        800.00-
   1023   DUDLEY LEGALMAN        M    01/31/79        457.89-
   1027   PURCHASE JOURNAL       M    01/31/79      8,000.00-
                                      TOTAL         9,257.89-

** ACCT   2003  NOTES PAYABLE         L **
   1025   1ST NATL BANK          M    01/31/79         56.00-
                                      TOTAL            56.00-
```

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XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/79

ACCOUNT NO. SEQUENCE

DOCUMENT	DESCRIPTION			AMOUNT
========	**======================**			**====================**

** ACCT 2004 ACCRUED PAYROLL L **

1019	PAYROLL REGISTER	M	01/31/79	432.56-
1020	PAYROLL REGISTER	M	01/31/79	876.67-
			TOTAL	1,309.23-

** ACCT 2005 ACCRUED TAXES L **

1021	JAN P/R TAX	M	01/31/79	166.43-
			TOTAL	166.43-

** ACCT 3001 CASH SALES I **

1002	JAN 20 SALES REPORT	M	01/20/79	4,567.09-
			TOTAL	4,567.09-

** ACCT 3002 30 DAY CHG SALES I **

1001	JAN 10 SALES REPORT	M	01/10/79	15,498.08-
			TOTAL	15,498.08-

** ACCT 3003 CREDIT CARD SALES I **

1003	JAN 31 SALES REPORT	M	01/31/79	1,345.54-
			TOTAL	1,345.54-

** ACCT 3101 COST OF SALES/CASH E **

1004	COST OF GOODS SOLD	M	01/31/79	2,106.18
			TOTAL	2,106.18

** ACCT 3102 COST OF SALES/CHG E **

1004	COST OF GOODS SOLD	M	01/31/79	8,102.06
			TOTAL	8,102.06

** ACCT 3103 COST OF SALES/CR CD E **

1004	COST OF GOODS SOLD	M	01/31/79	645.16
			TOTAL	645.16

** ACCT 4101 ADVERTISING E **

1005	101 FW STAR TELEGRAM	M	01/31/79	82.45
			TOTAL	82.45

** ACCT 4102 COMMISSIONS E **

1006	102 MARY SMITH	M	01/31/79	345.23
			TOTAL	345.23

** ACCT 4103 PROMOTION E **

1007	103 ACME SUPPLIES	M	01/31/79	45.67
			TOTAL	45.67

** ACCT 4104 PUBLICITY E **

1009	105 ROACH PUBLIC REL	M	01/31/79	100.00
			TOTAL	100.00

** ACCT 5101 SALESMEN'S SALARIES E **

XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/79

ACCOUNT NO. SEQUENCE

DOCUMENT	DESCRIPTION			AMOUNT
1010	106 JACK SAYLES	M	01/31/79	500.00
			TOTAL	500.00
** ACCT	5102 CLERICAL SALARIES	E **		
1019	PAYROLL REGISTER	M	01/31/79	432.56
			TOTAL	432.56
** ACCT	5103 ADMIN SALARIES	E **		
1020	PAYROLL REGISTER	M	01/31/79	876.67
			TOTAL	876.67
** ACCT	5104 MANAGEMENT SALARIES	E **		
1011	107 MARTY MANAGER	M	01/31/79	987.78
			TOTAL	987.78
** ACCT	6101 COMPUTER FEES	E **		
1012	108 TECH COMPUTERS	M	01/31/79	1,234.45
			TOTAL	1,234.45
** ACCT	6102 DUES & SUBSCRIPTIONS	E **		
1008	104 BUSINESS WEEK	M	01/31/79	36.00
			TOTAL	36.00
** ACCT	6103 AUTO EXPENSES	E **		
1013	109 MOBIL OIL	M	01/31/79	134.34
			TOTAL	134.34
** ACCT	6104 RENT EXPENSE	E **		
1014	110 ASSOC REALTY	M	01/31/79	1,234.34
			TOTAL	1,234.34
** ACCT	6105 UTILITIES	E **		
1015	111 TEXAS ELECTRIC	M	01/31/79	348.98
			TOTAL	348.98
** ACCT	6106 TAXES	E **		
1021	JAN P/R TAX	M	01/31/79	166.43
			TOTAL	166.43
** ACCT	6107 DEPRECIATION	E **		
1024	DEPR	M	01/31/79	250.00
			TOTAL	250.00
** ACCT	6108 ACCOUNTING	E **		
1022	PRICE & WATERS	M	01/31/79	800.00
			TOTAL	800.00
** ACCT	6109 LEGAL FEES	E **		
1023	DUDLEY LEGALMAN	M	01/31/79	457.89
			TOTAL	457.89
** ACCT	6110 INTEREST	E **		

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                        XYZ COMPANY
                        MONTHLY TRANSACTIONS REPORT
                        DATE: 01/31/79

ACCOUNT NO. SEQUENCE

   DOCUMENT   DESCRIPTION                              AMOUNT
   ===========================================================================
    1025      1ST NATL BANK          M     01/31/79        56.00
                                           TOTAL           56.00


 ** ACCT    6111  SUPPLIES                 E **
    1016      112 STANDARD OFFICE    M     01/31/79         3.22
                                           TOTAL            3.22


 ** ACCT    6112  TRAVEL                   E **
    1017      113 PERCY'S TOURS      M     01/31/79        45.00
                                           TOTAL           45.00


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                 TOTAL                   0.00
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                          XYZ COMPANY
                          MONTHLY TRANSACTIONS REPORT
                          DATE: 01/31/79

DOCUMENT NO. SEQUENCE


ACCT        DESCRIPTION                                AMOUNT
================================================================================

** DOCUMENT   1001   JAN 10 SALES REPORT    M **
   1003      ACCOUNTS RECEIVABLE    A    01/10/79      15,498.08
   3002      30 DAY CHG SALES       I    01/10/79      15,498.08-
                                         TOTAL             0.00

** DOCUMENT   1002   JAN 20 SALES REPORT    M **
   1001      CASH ON HAND           A    01/20/79         567.09
   1002      CASH IN BANK           A    01/20/79       4,000.00
   3001      CASH SALES             I    01/20/79       4,567.09-
                                         TOTAL             0.00   **

** DOCUMENT   1003   JAN 31 SALES REPORT    M **
   1002      CASH IN BANK           A    01/31/79       1,345.54
   3003      CREDIT CARD SALES      I    01/31/79       1,345.54-
                                         TOTAL             0.00

** DOCUMENT   1004   COST OF GOODS SOLD     M **
   3101      COST OF SALES/CASH     E    01/31/79       2,106.18
   3102      COST OF SALES/CHG      E    01/31/79       8,102.06
   3103      COST OF SALES/CR CD    E    01/31/79         645.16
   1005      MDSE INVENTORY         A    01/31/79      10,853.40-
                                         TOTAL             0.00

** DOCUMENT   1005   101 FW STAR TELEGRAM   M **
   4101      ADVERTISING            E    01/31/79          82.45
   1002      CASH IN BANK           A    01/31/79          82.45-
                                         TOTAL             0.00

** DOCUMENT   1006   102 MARY SMITH         M **
   4102      COMMISSIONS            E    01/31/79         345.23
   1002      CASH IN BANK           A    01/31/79         345.23-
                                         TOTAL             0.00

** DOCUMENT   1007   103 ACME SUPPLIES      M **
   4103      PROMOTION              E    01/31/79          45.67
   1002      CASH IN BANK           A    01/31/79          45.67-
                                         TOTAL             0.00

** DOCUMENT   1008   104 BUSINESS WEEK      M **
   6102      DUES & SUBSCRIPTIONS   E    01/31/79          36.00
   1002      CASH IN BANK           A    01/31/79          36.00-
                                         TOTAL             0.00

** DOCUMENT   1009   105 ROACH PUBLIC REL   M **
   4104      PUBLICITY              E    01/31/79         100.00
   1002      CASH IN BANK           A    01/31/79         100.00-
                                         TOTAL             0.00

** DOCUMENT   1010   106 JACK SAYLES        M **
   5101      SALESMEN'S SALARIES    E    01/31/79         500.00
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XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/79

DOCUMENT NO. SEQUENCE

ACCT	DESCRIPTION			AMOUNT
1002	CASH IN BANK	A	01/31/79	500.00-
			TOTAL	0.00

** DOCUMENT   1011   107 MARTY MANAGER   M **
5104	MANAGEMENT SALARIES	E	01/31/79	987.78
1002	CASH IN BANK	A	01/31/79	987.78-
			TOTAL	0.00

** DOCUMENT   1012   108 TECH COMPUTERS   M **
6101	COMPUTER FEES	E	01/31/79	1,234.45
1002	CASH IN BANK	A	01/31/79	1,234.45-
			TOTAL	0.00

** DOCUMENT   1013   109 MOBIL OIL   M **
6103	AUTO EXPENSES	E	01/31/79	134.34
1002	CASH IN BANK	A	01/31/79	134.34-
			TOTAL	0.00

** DOCUMENT   1014   110 ASSOC REALTY   M **
6104	RENT EXPENSE	E	01/31/79	1,234.34
1002	CASH IN BANK	A	01/31/79	1,234.34-
			TOTAL	0.00

** DOCUMENT   1015   111 TEXAS ELECTRIC   M **
6105	UTILITIES	E	01/31/79	348.98
1002	CASH IN BANK	A	01/31/79	348.98-
			TOTAL	0.00

** DOCUMENT   1016   112 STANDARD OFFICE   M **
6111	SUPPLIES	E	01/31/79	3.22
1002	CASH IN BANK	A	01/31/79	3.22-
			TOTAL	0.00

** DOCUMENT   1017   113 PERCY'S TOURS   M **
6112	TRAVEL	E	01/31/79	45.00
1002	CASH IN BANK	A	01/31/79	45.00-
			TOTAL	0.00

** DOCUMENT   1018   114 CAPITAL EQUIP CO   M **
1006	FIXED ASSETS	A	01/31/79	1,000.00
1002	CASH IN BANK	A	01/31/79	1,000.00-
			TOTAL	0.00

** DOCUMENT   1019   PAYROLL REGISTER   M **
5102	CLERICAL SALARIES	E	01/31/79	432.56
2004	ACCRUED PAYROLL	L	01/31/79	432.56-
5103	ADMIN SALARIES	E	01/31/79	876.67
2004	ACCRUED PAYROLL	L	01/31/79	876.67-
			TOTAL	0.00

** DOCUMENT   1021   JAN P/R TAX   M **

XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/79

DOCUMENT NO. SEQUENCE

ACCT	DESCRIPTION			AMOUNT
6106	TAXES	E	01/31/79	166.43
2005	ACCRUED TAXES	L	01/31/79	166.43-
			TOTAL	0.00

** DOCUMENT 1022 PRICE & WATERS M **

6108	ACCOUNTING	E	01/31/79	800.00
2001	ACCOUNTS PAYABLE	L	01/31/79	800.00-
			TOTAL	0.00

** DOCUMENT 1023 DUDLEY LEGALMAN M **

6109	LEGAL FEES	E	01/31/79	457.89
2001	ACCOUNTS PAYABLE	L	01/31/79	457.89-
			TOTAL	0.00

** DOCUMENT 1024 DEPR SHEDULE M **

6107	DEPRECIATION	E	01/31/79	250.00
1007	DEPR ALLOWANCE	A	01/31/79	250.00-
			TOTAL	0.00

** DOCUMENT 1025 1ST NATL BANK M **

6110	INTEREST	E	01/31/79	56.00
2003	NOTES PAYABLE	L	01/31/79	56.00-
			TOTAL	0.00

** DOCUMENT 1026 ACCT REC JOURNAL M **

1002	CASH IN BANK	A	01/31/79	5,000.00
1003	ACCOUNTS RECEIVABLE	A	01/31/79	5,000.00-
			TOTAL	0.00

** DOCUMENT 1027 PURCHASE JOURNAL M **

1005	MDSE INVENTORY	A	01/31/79	8,000.00
2001	ACCOUNTS PAYABLE	L	01/31/79	8,000.00-
			TOTAL	0.00

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TOTAL          0.00
****************************
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Appendix 15

XYZ COMPANY
GENERAL LEDGER TRIAL BALANCE
DATE: 01/31/79

ACCT NO.	DESCRIPTION	ACCT TYPE	CAT. CODE	PREVIOUS MO.	CURRENT MO.	YEAR TO DATE
1001	CASH ON HAND	A	-	0.00	567.09	1,234.18
1002	CASH IN BANK	A	-	0.00	4,248.08	9,496.16
1003	ACCOUNTS RECEIVABLE	A	-	0.00	10,498.08	25,996.16
1004	BAD DEBT ALLOWANCE	A	-	0.00	0.00	500.00-
1005	MDSE INVENTORY	A	-	0.00	2,853.40-	19,293.20
1006	FIXED ASSETS	A	-	0.00	1,000.00	12,000.00
1007	DEPR ALLOWANCE	A	-	0.00	250.00-	3,500.00-
2001	ACCOUNTS PAYABLE	L	-	0.00	9,257.89-	26,515.78-
2002	TAXES WITHHELD	L	-	0.00	0.00	1,000.00-
2003	NOTES PAYABLE	L	-	0.00	56.00-	6,112.00-
2004	ACCRUED PAYROLL	L	-	0.00	1,309.23-	3,118.46-
2005	ACCRUED TAXES	L	-	0.00	166.43-	932.86-
2501	COMMON STOCK	C	-	0.00	0.00	5,000.00-
2502	PREFERED STOCK	C	-	0.00	0.00	3,000.00-
2503	TREASURY STOCK	C	-	0.00	0.00	2,000.00
2999	RETAINED EARNINGS	C	-	0.00	0.00	17,920.30-
3001	CASH SALES	I	1	0.00	4,567.09-	4,567.09-
3002	30 DAY CHG SALES	I	1	0.00	15,498.08-	15,498.08-
3003	CREDIT CARD SALES	I	1	0.00	1,345.54-	1,345.54-
3101	COST OF SALES/CASH	E	2	0.00	2,106.18	2,106.18
3102	COST OF SALES/CHG	E	2	0.00	8,102.06	8,102.06
3103	COST OF SALES/CR CD	E	2	0.00	645.16	645.16
4101	ADVERTISING	E	3	0.00	82.45	82.45
4102	COMMISSIONS	E	3	0.00	345.23	345.23
4103	PROMOTION	E	3	0.00	45.67	45.67
4104	PUBLICITY	E	3	0.00	100.00	100.00
5101	SALESMEN'S SALARIES	E	3	0.00	500.00	500.00
5102	CLERICAL SALARIES	E	4	0.00	432.56	432.56
5103	ADMIN SALARIES	E	4	0.00	876.67	876.67
5104	MANAGEMENT SALARIES	E	4	0.00	987.78	987.78
6101	COMPUTER FEES	E	4	0.00	1,234.45	1,234.45
6102	DUES & SUBSCRIPTIONS	E	4	0.00	36.00	36.00
6103	AUTO EXPENSES	E	4	0.00	134.34	134.34
6104	RENT EXPENSE	E	4	0.00	1,234.34	1,234.34
6105	UTILITIES	E	4	0.00	348.98	348.98
6106	TAXES	E	4	0.00	166.43	166.43
6107	DEPRECIATION	E	4	0.00	250.00	250.00
6108	ACCOUNTING	E	4	0.00	800.00	800.00
6109	LEGAL FEES	E	4	0.00	457.89	457.89
6110	INTEREST	E	4	0.00	56.00	56.00
6111	SUPPLIES	E	4	0.00	3.22	3.22
6112	TRAVEL	E	4	0.00	45.00	45.00
	BALANCE =			0.00	0.00	0.00

Appendix 16

XYZ COMPANY
INCOME STATEMENT
PERIOD ENDING: 01/31/79

DATE: 01/31/79

ACCT	DESCRIPTION	CURRENT	%	YEAR-TO-DATE	%
	++++++++++++++++++++++++++++				
	** GROSS SALES **				
	++++++++++++++++++++++++++++				
3001	CASH SALES	4,567.09-	21.3	4,567.09-	21.3
3002	30 DAY CHG SALES	15,498.08-	72.4	15,498.08-	72.4
3003	CREDIT CARD SALES	1,345.54-	6.3	1,345.54-	6.3
	** TOTAL GROSS SALES	21,410.71-	100.0	21,410.71-	100.0
	++++++++++++++++++++++++++++				
	** COST OF GOODS SOLD **				
	++++++++++++++++++++++++++++				
3101	COST OF SALES/CASH	2,106.18	9.8	2,106.18	9.8
3102	COST OF SALES/CHG	8,102.06	37.8	8,102.06	37.8
3103	COST OF SALES/CR CD	645.16	3.0	645.16	3.0
	** TOTAL COST OF GOODS SOLD	10,853.40	50.7	10,853.40	50.7
	GROSS PROFIT	10,557.31-	49.3	10,557.31-	49.3
	++++++++++++++++++++++++++++				
	** SELLING EXPENSES **				
	++++++++++++++++++++++++++++				
4101	ADVERTISING	82.45	0.4	82.45	0.4
4102	COMMISSIONS	345.23	1.6	345.23	1.6
4103	PROMOTION	45.67	0.2	45.67	0.2
4104	PUBLICITY	100.00	0.5	100.00	0.5
5101	SALESMEN'S SALARIES	500.00	2.3	500.00	2.3
	** TOTAL SELLING EXPENSES	1,073.35	5.0	1,073.35	5.0
	++++++++++++++++++++++++++++				
	** GENERAL OVERHEAD **				
	++++++++++++++++++++++++++++				
5102	CLERICAL SALARIES	432.56	2.0	432.56	2.0
5103	ADMIN SALARIES	876.67	4.1	876.67	4.1
5104	MANAGEMENT SALARIES	987.78	4.6	987.78	4.6
6101	COMPUTER FEES	1,234.45	5.8	1,234.45	5.8
6102	DUES & SUBSCRIPTIONS	36.00	0.2	36.00	0.2
6103	AUTO EXPENSES	134.34	0.6	134.34	0.6
6104	RENT EXPENSE	1,234.34	5.8	1,234.34	5.8
6105	UTILITIES	348.98	1.6	348.98	1.6
6106	TAXES	166.43	0.8	166.43	0.8
6107	DEPRECIATION	250.00	1.2	250.00	1.2
6108	ACCOUNTING	800.00	3.7	800.00	3.7
6109	LEGAL FEES	457.89	2.1	457.89	2.1
6110	INTEREST	56.00	0.3	56.00	0.3
6111	SUPPLIES	3.22	0.0	3.22	0.0

XYZ COMPANY
INCOME STATEMENT   DATE: 01/31/79
PERIOD ENDING: 01/31/79

ACCT	DESCRIPTION	CURRENT	%	YEAR-TO-DATE	%
6112	TRAVEL	45.00	0.2	45.00	0.2
**	TOTAL GENERAL OVERHEAD	7,063.66	33.0	7,063.66	33.0
	TOTAL INCOME	21,410.71-	100.0	21,410.71-	100.0
	TOTAL EXPENSE	18,990.41	88.7	18,990.41	88.7
NET PROFIT (NEGATIVE NO. = LOSS)		2,420.30	11.3	2,420.30	11.3

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Appendix 17

XYZ COMPANY
BALANCE SHEET
DATE: 01/31/79

ACCT	DESCRIPTION	AMOUNT
	++++++	
	ASSETS	
	++++++	
1001	CASH ON HAND	1,234.18
1002	CASH IN BANK	9,496.16
1003	ACCOUNTS RECEIVABLE	25,996.16
1004	BAD DEBT ALLOWANCE	500.00-
1005	MDSE INVENTORY	19,293.20
1006	FIXED ASSETS	12,000.00
1007	DEPR ALLOWANCE	3,500.00-
	TOTAL ASSETS	64,019.70
	+++++++++++	
	LIABILITIES	
	+++++++++++	
2001	ACCOUNTS PAYABLE	26,515.78-
2002	TAXES WITHHELD	1,000.00-
2003	NOTES PAYABLE	6,112.00-
2004	ACCRUED PAYROLL	3,118.46-
2005	ACCRUED TAXES	932.86-
	TOTAL LIABILITIES	37,679.10-
2501	COMMON STOCK	5,000.00-
2502	PREFERED STOCK	3,000.00-
2503	TREASURY STOCK	2,000.00
2998	YEAR-TO-DATE P & L	2,420.30-
2999	RETAINED EARNINGS	17,920.30-
	TOTAL CAPITAL	26,340.60-
	TOTAL LIABILITIES & CAPITAL	64,019.70-

Appendix 18

XYZ COMPANY
GENERAL LEDGER TRIAL BALANCE
DATE: 01/31/79

ACCT NO.	DESCRIPTION	ACCT TYPE	CAT. CODE	PREVIOUS MO.	CURRENT MO.	YEAR TO DATE
1001	CASH ON HAND	A	-	567.09	0.00	1,234.18
1002	CASH IN BANK	A	-	4,248.08	0.00	9,496.16
1003	ACCOUNTS RECEIVABLE	A	-	10,498.08	0.00	25,996.16
1004	BAD DEBT ALLOWANCE	A	-	0.00	0.00	500.00-
1005	MDSE INVENTORY	A	-	2,853.40-	0.00	19,293.20
1006	FIXED ASSETS	A	-	1,000.00	0.00	12,000.00
1007	DEPR ALLOWANCE	A	-	250.00-	0.00	3,500.00-
2001	ACCOUNTS PAYABLE	L	-	9,257.89-	0.00	26,515.78-
2002	TAXES WITHHELD	L	-	0.00	0.00	1,000.00-
2003	NOTES PAYABLE	L	-	56.00-	0.00	6,112.00-
2004	ACCRUED PAYROLL	L	-	1,309.23-	0.00	3,118.46-
2005	ACCRUED TAXES	L	-	166.43-	0.00	932.86-
2501	COMMON STOCK	C	-	0.00	0.00	5,000.00-
2502	PREFERED STOCK	C	-	0.00	0.00	3,000.00-
2503	TREASURY STOCK	C	-	0.00	0.00	2,000.00
2999	RETAINED EARNINGS	C	-	0.00	0.00	17,920.30-
3001	CASH SALES	I	1	4,567.09-	0.00	4,567.09-
3002	30 DAY CHG SALES	I	1	15,498.08-	0.00	15,498.08-
3003	CREDIT CARD SALES	I	1	1,345.54-	0.00	1,345.54-
3101	COST OF SALES/CASH	E	2	2,106.18	0.00	2,106.18
3102	COST OF SALES/CHG	E	2	8,102.06	0.00	8,102.06
3103	COST OF SALES/CR CD	E	2	645.16	0.00	645.16
4101	ADVERTISING	E	3	82.45	0.00	82.45
4102	COMMISSIONS	E	3	345.23	0.00	345.23
4103	PROMOTION	E	3	45.67	0.00	45.67
4104	PUBLICITY	E	3	100.00	0.00	100.00
5101	SALESMEN'S SALARIES	E	3	500.00	0.00	500.00
5102	CLERICAL SALARIES	E	4	432.56	0.00	432.56
5103	ADMIN SALARIES	E	4	876.67	0.00	876.67
5104	MANAGEMENT SALARIES	E	4	987.78	0.00	987.78
6101	COMPUTER FEES	E	4	1,234.45	0.00	1,234.45
6102	DUES & SUBSCRIPTIONS	E	4	36.00	0.00	36.00
6103	AUTO EXPENSES	E	4	134.34	0.00	134.34
6104	RENT EXPENSE	E	4	1,234.34	0.00	1,234.34
6105	UTILITIES	E	4	348.98	0.00	348.98
6106	TAXES	E	4	166.43	0.00	166.43
6107	DEPRECIATION	E	4	250.00	0.00	250.00
6108	ACCOUNTING	E	4	800.00	0.00	800.00
6109	LEGAL FEES	E	4	457.89	0.00	457.89
6110	INTEREST	E	4	56.00	0.00	56.00
6111	SUPPLIES	E	4	3.22	0.00	3.22
6112	TRAVEL	E	4	45.00	0.00	45.00
	BALANCE =			0.00	0.00	0.00

1. Since all of your information is going to be stored on these diskettes, you'll need some more diskettes to make extra "safety copies", just in case. You can start with a box of ten, and rotate them to insure you always have a reserve copy of your files.

2. Keep the diskette in its envelope if you're not using it.

3. Handle diskettes carefully, just as you would a high fidelity record. DO NOT TOUCH any of the exposed surfaces. Hold them by the protective cover only.

4. Keep them away from cigarette ashes, dust, motors, heat, direct sunlight, and power transformers, and anything magnetic.

5. If you write on the label, use a soft, felt-tip pen, and DON'T press hard.

6. Store them vertically in a file folder or on a shelf, as you would a phonograph record collection. Don't stack them, bend them, or scratch them.

When you're using your system, get in the habit of making copies of both diskettes at the end of the day. The next day, use the copies that you just made. It's a very inexpensive form of insurance. You might consider even carrying the backup copies home at night in case of fire, theft, or vandalism. You must also save the diskettes that contain the last completed month.

Here's an example, using 2 extra diskettes:
The first day's diskettes we will call A and B. The next day's diskettes will be called C and D.

Day One   **Day Two**

Prog.   Copy Onto   Prog.   Copy Onto
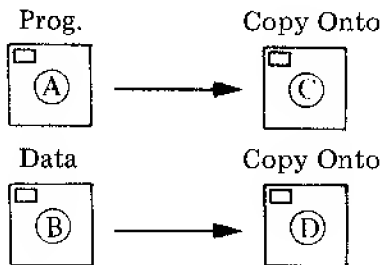
Data   Copy Onto   Data   Copy Onto
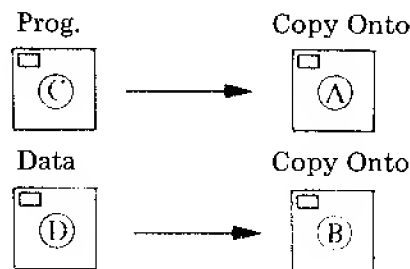
On the second day, you will take A, and B, and use them as blank diskettes to copy C and D. If something happens to a diskette, you still have the last backup copy to rely on. Four extra diskettes will give you three days of record protection.

Be sure to keep the last **completed** month's set of diskettes till you complete the current month. This is very important in case of a major problem.

Note: The most effective method for erasing diskettes is by using a Radio Shack Bulk Tape Eraser, Stock No. 44-210.

Use this procedure **EXACTLY**:

1 — Turn on everything except the TRS-80 keyboard. If this is the first time you've you've ever used the Radio Shack Disk System, refer to the Disk Operating System Manual for detailed instructions.

2 — Insert a new, blank diskette in Drive #1 (farthest from the Interface) with the diskette notch up, label to the right.

3 — Close the Drive #1 Door.

4 — Insert the diskette you wish to copy in Drive #0 with the notch up, label facing right, and close the door. (Drive #0 is the first drive connected to the interface.)

5 — Turn on the TRS-80 Keyboard. (The switch on the right rear apron.)

This is what the screen shows:

DOS READY
SOURCE DRIVE NUMBER?
DESTINATION DRIVE NUMBER?
BACKUP DATE (MM/DD/YY)?

HIT 'ENTER' TO CONTINUE

This is what you type:

B A C K U P , and press ENTER
0 , and press ENTER
1 , and press ENTER
0 1 / 0 1 / 7 9 ENTER
(Example for January 1, 1979
STOP — Don't press anything!!!

Now we can check to see if the "BACKUP" procedure was successful:

1 — Remove the original diskette from Drive #0.

2 — Take the backup diskette out of Drive #1. Place the backup copy in Drive #0 and close the door.

3 — Now you can press ENTER . If the screen shows: DOS READY, your backup was successful.

If something went wrong, go back to step 1.

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. Here's how you do it:

1 — Insert a blank diskette in Drive #1

2 — Do the following exactly as shown:

Screen Shows:		You Type:	
DOS READY		F O R M A T	press ENTER
WHICH DRIVE etc.		1	press ENTER
DISKETTE NAME?		G L I 9 7 9	press ENTER
CREATION DATE?		0 1 / 0 1 / 7 9	press ENTER
MASTER PASSWORD		P A S S W O R D	press ENTER
LOCK OUT ANY TRACKS?		N O	press ENTER
HIT "ENTER" TO CONTINUE			press ENTER

Appendix 23 – Program Listings

```
                GL - GENERAL LEDGER 1.1          FEB 1979      PAGE   1
                =================================================================


1 ' "GL" -- GENERAL LEDGER 1.1  FEBUARY 1979
2 ' ** COPYRIGHT (C) 1979 TANDY CORP., ALL RIGHTS RESERVED **
10 CLEAR:CLOSE:CLEAR 8800:DEFINT I-N:ONERRORGOTO9000:OPEN"R",1,"CTRL"
30 FIELD1,4AS D8$,30AS C2$:GET1,1:DT$=STR$(CVS(D8$)):IFLEFT$(DT$,1)=" "THENDT$=R
   IGHT$(DT$,LEN(DT$)-1)
35 DT$=RIGHT$("00000"+DT$,6):DIMIN$,W$,W,WL%
40 DT$=LEFT$(DT$,2)+"/"+MID$(DT$,3,2)+"/"+RIGHT$(DT$,2):GOTO200
100 IN$="":W$=INKEY$:W=14:WD=0:WS=WD:WL%=WD:IFFL=WDTHENFL=1
105 PRINTSTRING$(ABS(FL),136);STRING$(ABS(FL),24);
110 PRINTCHR$(W);:FORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:PRINTCHR$(15);:F
    ORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:GOTO110
115 PRINTCHR$(W);:IFABS(FL)=WL%THEN125ELSEIFFL>0ANDW$=" "ANDW$<="Z"THEN170ELSEI
    FFL<0ANDW$>"/"ANDW$<":"THEN170
117 IFW$=","THENPRINTW$;:WL%=WL%+1:GOTO175
120 IFW$=","ANDWD=0THENWD=1:GOTO170
123 IF(W$="-"ORW$="+")ANDWS=0ANDWL%=0THENWS=1:GOTO170
125 IFW$<>CHR$(8)THEN150ELSEIFWL%=0THEN110ELSEPRINTCHR$(24);:IFFL>0THEN135ELSEIF
    PEEK(16418)=44THEN140
130 IFPEEK(16418)=46THENWD=0:GOTO135ELSEIFPEEK(16418)=43ORPEEK(16418)=45THENWS=0
135 IN$=LEFT$(IN$,LEN(IN$)-1)
140 WL%=WL%-1:POKE16418,136:GOTO110
150 IFW$=CHR$(24)THENPRINTSTRING$(WL%,CHR$(24));:GOTO100
155 IFW$<>CHR$(13)THEN110ELSEPRINTSTRING$(ABS(FL)-WL%,32);
160 PRINTCHR$(15);:W%=25:NEXT:RETURN
170 PRINTW$;:IN$=IN$+W$:WL%=WL%+1
175 IFABS(FL)=1THEN160ELSE110
200 CLS:PRINT@16,C2$:PRINT@80,"GENERAL LEDGER 1.1 MASTER MENU":PRINT@144,"DATE:
    ";DT$
205 PRINT@256,;TAB(9)"<S> E T    T O D A Y ' S    D A T E
       "TAB(9)"<C> A T E G O R Y    M A I N T E N A N C E
       "TAB(9)"<A> C C O U N T    M A I N T E N A N C E
       "TAB(9)"<P> O S T    T R A N S A C T I O N S
206 PRINTTAB(9)"<T> R A N S A C T I O N    R E P O R T S
       "TAB(9)"<I> N C O M E    S T A T E M E N T
       "TAB(9)"<B> A L A N C E    S H E E T
       "TAB(9)"<E> X I T    G E N E R A L    L E D G E R
215 PRINT@768,CHR$(31);CHR$(26);TAB(9)"> ENTER SELECTION: ";
220 FL=1:GOSUB100:IFIN$=""THEN215ELSEON 1+INSTR("CAPTIBSE",IN$)GOTO220,310,320,3
    30,340,350,360,1000,250
230 PRINTCHR$(8);:GOTO220
250 CLOSE:PRINT@256,CHR$(31);CHR$(26)"** ALL DONE **";CHR$(26)
260 ONERRORGOTO0:CLEAR50:CMD"S"' GOTO DOS
310 CLOSE:RUN"CATMAINT"
320 CLOSE:RUN"GLMAINT"
330 CLOSE:RUN"GLTXPOST"
340 CLOSE:RUN"TXREPORT"
350 CLOSE:RUN"INCOME"
360 CLOSE:RUN"GLBALSHT"
1000 PRINT@832,CHR$(31);TAB(9)"> TODAY'S DATE (MM/DD/YY): ";:FL=8:GOSUB100
1005 IFIN$=""THENY$=DT$:PRINTSTRING$(8,8);Y$;:ELSEY$=IN$
1010 IFLEN(Y$)<>8 GOTO 1000
1020 ONERRORGOTO9910:MM=VAL(LEFT$(Y$,2)):MD=VAL(MID$(Y$,4,2)):MY=VAL(RIGHT$(Y$,2
```

```
      ))
1030 IFMM<1ORMM>12ORMD<1ORMD>31ORMY<1ORMID$(Y$,3,1)+MID$(Y$,6,1)<>"/"GOTO 1000
1040 ON MM GOTO 1060,1200,1060,1300,1060,1300,1060,1060,1300,1060,1200,1060
1050 GOTO 1000
1060 ND=31
1070 IFMD>NDGOTO1000
1080 MM$=STR$(MM):MD$=STR$(MD):MY$=STR$(MY):IFLEN(MM$)=3MM$=RIGHT$(MM$,2)
1090 IFLEN(MD$)=3THENMD$=RIGHT$(MD$,2)
1095 IFLEN(MY$)=2THENMY$=RIGHT$(MY$,2)
1110 IFLEFT$(MD$,1)=" "THENMID$(MD$,1,1)="0"
1115 IFLEFT$(MM$,1)=" "THENMID$(MM$,1,1)="0"
1120 IFLEFT$(MY$,1)=" "MID$(MY$,1,1)="0"
1130 DT$=MM$+"/"+MD$+"/"+MY$:LSETD8$=MKS$(VAL(MM$+MD$+MY$)):PUT 1,1
1150 PRINT@142,CHR$(30);"DATE: ";DT$:GOTO215
1200 RY=MY/4:ND=28:IFRY-INT(RY)=0THENND=29:GOTO1070ELSE1070
1300 ND=30:GOTO1070
9000 RESUME
9010 RESUME 1000
```

```
1 ' "GLINIT" -- GENERAL LEDGER 1.1  FEBUARY 1979
2 ' ** COPYRIGHT (C) 1979 TANDY CORP., ALL RIGHTS RESERVED **
3 CLOSE:CLEAR2800:DEFINTI-N:DIMIN$,W$,W,WL%
5 DEF FNDR$(A$)=RIGHT$(A$,LEN(A$)-1)
6 DEFFNXD$(A$)=LEFT$(A$,2)+MID$(A$,4,2)+RIGHT$(A$,2)
10 GOSUB1500:PRINT:PRINT"> SETUP NEW GENERAL LEDGER DISKS (Y/N)? ";
20 FL=1:GOSUB1400:PRINT:IFIN$="Y"THEN40
30 CLOSE:RUN"GL"
40 PRINT:PRINT"  LOAD BLANK, FORMATTED DISK INTO DRIVE 1.":PRINT
50 PRINT"> DEPRESS 'ENTER' WHEN READY (TYPE '@' TO EXIT)? ";
60 FL=1:GOSUB100:IFIN$=""THEN80ELSE30
80 GOSUB6000:OPEN"R",1,"GLMASTER:1":GOTO180
90 FORXX=1TO2000:NEXT:RETURN
100 IN$="":W$=INKEY$:W=14:WD=0:WS=WD:WL%=WD:IFFL=WDTHENFL=1
105 PRINTSTRING$(ABS(FL),136),STRING$(ABS(FL),24);
110 PRINTCHR$(W);:FORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT.PRINTCHR$(15),:F
    ORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:GOTO110
115 PRINTCHR$(W);:IFABS(FL)=WL%THEN125ELSEIFFL>0ANDW$>=" "ANDW$<="Z"THEN170ELSEI
    FFL<0ANDW$>"/"ANDW$<":"THEN170
117 IFW$=","THENPRINTW$;:WL%=WL%+1:GOTO175
120 IFW$="."ANDWD=0THENWD=1:GOTO170
123 IF(W$="-"ORW$="+")ANDWS=0ANDWL%=0THENWS=1:GOTO170
125 IFW$<>CHR$(8)THEN150ELSEIFWL%=0THEN110ELSEPRINTCHR$(24);:IFFL>0THEN135ELSEIF
    PEEK(16418)=44THEN140
130 IFPEEK(16418)=46THENWD=0:GOTO135ELSEIFPEEK(16418)=43ORPEEK(16418)=45THENWS=0
135 IN$=LEFT$(IN$,LEN(IN$)-1)
140 WL%=WL%-1:POKE16418,136:GOTO110
150 IFW$=CHR$(24)THENPRINTSTRING$(WL%,CHR$(24));:GOTO100
155 IFW$<>CHR$(13)THEN110ELSEPRINTSTRING$(ABS(FL)-WL%,32);
160 PRINTCHR$(15);:W%=25:NEXT:RETURN
170 PRINTW$;:IN$=IN$+W$:WL%=WL%+1
175 IFABS(FL)=1THEN160ELSE110
180 A$=STRING$(255,CHR$(0))
190 FIELD1,255AS B$:LSETB$=A$:PUT1,1:PUT1,25
195 GOSUB6020
205 GOSUB5000:GOSUB6000
210 CLOSE 1:OPEN"R",1,"CTRL"
220 FIELD1,4AS D8$,30AS C2$,2AS NM$,2AS NC$,6AS NV$,4AS DS$,2AS MF$,99AS D$,8AS
    FD$,2AS LD$,2AS KS$,2AS NP$,2AS NR$,2AS NS$:GET1,1
221 GOSUB6020
222 GOSUB4000:GOSUB2000
225 FL=30:Q=1:GOSUB3000:LSETC2$=QQ$(Q)
230 FL=8:Q=2:GOSUB3000:Y2$=LEFT$(QQ$(Q),2):LSETD8$=MKS$(VAL(FNXD$(QQ$(Q))))
250 FL=8:Q=3:GOSUB3000:Y1$=LEFT$(QQ$(Q),2):LSETDS$=MKS$(VAL(FNXD$(QQ$(Q))))
260 MF=VAL(Y1$)-VAL(Y2$)
262 IFMF>=0GOTO270
264 MF=MF+12:GOTO262
270 LSETMF$=MKI$(MF)
280 LSETFD$="DETAIL:1"
310 FL=-4:Q=4:GOSUB3000:LSETNP$=MKI$(VAL(QQ$(Q)))
320 FL=-4:Q=5:GOSUB3000:LSETNR$=MKI$(VAL(QQ$(Q))):IFNR$<>NP$THEN335
330 PRINT@768,CHR$(31):PRINT@832,"** RETAINED EARNINGS AND YEAR-TO-DATE P&L MUST
```

```
          BE DIFFERENT **":GOSUB90:GOTO310
335 PRINT@768,CHR$(31):PRINT@832,"> ARE ALL ENTRIES CORRECT (Y/N)? ";:FL=1:GOSUB
    1400
340 IFIN$="N"GOTO225
355 GOSUB6000:Y$=D$:MID$(Y$,LEN(Y$)-2,2)=MKI$(0):MID$(Y$,90,8)=MKD$(0):MID$(Y$,8
    6,4)=MKS$(0):MID$(Y$,84,2)=MKI$(0):MID$(Y$,80,4)=MKS$(0):MID$(Y$,78,2)=MKI$
    (0):LSET D$=Y$:LSET LD$=MKI$(1000):PUT 1,1
360 FIELD1,1ASY$,20AS A9$,107ASY$,20AS B9$:BL$="  ** UNDEFINED **"
363 LSETA9$="GROSS SALES":LSETB9$="COST OF GOODS SOLD":PUT1,2
369 FORI=3TO4:LSETA9$=BL$:LSETB9$=BL$:PUT1,I:NEXT
410 OPEN"R",2,"GLMASTER:1":FIELD2,255AS A$:LSETA$=STRING$(255,0)
420 PUT2,1:PUT2,25:CLOSE
430 PRINT@768,CHR$(31):PRINT@832,"GL SETUP COMPLETE FOR "QQ$(1):GOSUB6020:GOTO030
1000 IFIN$=""THENIN$=QQ$(Q):RETURN
1010 IFLEN(IN$)<>8THENER=1:RETURN
1020 MM=VAL(LEFT$(IN$,2)):MD=VAL(MID$(IN$,4,2)):MY=VAL(RIGHT$(IN$,2))
1030 IFMM<1ORMM>12ORMD<1ORMD>31ORNY<1ORMID$(IN$,3,1)+MID$(IN$,6,1)<>"//"THENER=1
     :RETURN
1040 ON MM GOTO 1060,1200,1060,1300,1060,1300,1060,1060,1300,1060,1300,1060
1050 GOTO 1000
1060 ND=31
1070 IFMD>NDTHENER=1:RETURN
1080 MM$=STR$(MM):MD$=STR$(MD):MY$=STR$(MY):MM$=RIGHT$(MM$,2)
1090 MD$=RIGHT$(MD$,2):MY$=RIGHT$(MY$,2)
1110 IFLEFT$(MD$,1)=" "THENMID$(MD$,1,1)="0"
1115 IFLEFT$(MM$,1)=" "THENMID$(MM$,1,1)="0"
1120 IFLEFT$(MY$,1)=" "MID$(MY$,1,1)="0"
1130 IN$=MM$+"/"+MD$+"/"+MY$:RETURN
1200 RY=MY/4:ND=28:IFRY-INT(RY)=0THENND=29:GOTO1070ELSE1070
1300 ND=30:GOTO1070
1400 GOSUB100:IFIN$="Y"ORIN$="N"RETURN
1410 PRINTCHR$(8);:GOTO1400
1500 CLS:PRINTTAB(19)"** INITIAL SETUP OF COMPANY DATA **":RETURN
2000 QQ$(1)=C2$:QQ$(2)=D8$:QQ$(3)=D5$:QQ$(4)=STR$(CVI(NP$)):QQ$(5)=STR$(CVI(NR$)
     )
2010 DX$=QQ$(2):GOSUB2500:QQ$(2)=DX$:DX$=QQ$(3):GOSUB2500:QQ$(3)=DX$
2020 QQ$(4)=FNDR$(QQ$(4)):QQ$(5)=FNDR$(QQ$(5))
2030 FORI=1TO5:PRINT@M(I),QQ$(I):NEXT:RETURN
2500 DX$=RIGHT$(STR$(CVS(DX$)),6):IFLEFT$(DX$,1)=" "THENDX$=RIGHT$(DX$,LEN(DX$)-
     1)
2505 DX$=RIGHT$("00000"+DX$,6)
2510 DX$=LEFT$(DX$,2)+"/"+MID$(DX$,3,2)+"/"+RIGHT$(DX$,2):RETURN
3000 PRINT@704,CHR$(31):STRING$(64,"-"):PRINT@768," (PRESS 'ENTER' FOR NO CHANG
     E)
3010 PRINT@896,"> ENTER "M$(Q),CHR$(8)": ";:GOSUB100
3020 IFIN$=""THENIN$=QQ$(Q)
3030 IFFL=30THENQQ$(Q)=IN$:PRINT@M(Q),CHR$(30),IN$;:RETURN
3040 IFFL<>8THEN3500
3050 ER=0:GOSUB1000:IFER=1THENPRINTSTRING$(8,8),CHR$(30);:GOTO3010
3060 PRINT@M(Q),CHR$(30);IN$;:QQ$(Q)=IN$:RETURN
3500 IFVAL(IN$)>2000ANDVAL(IN$)<3000THENQQ$(Q)=IN$:PRINT@M(Q),CHR$(30);IN$;:RETU
     RN
```

```
3510 PRINT@768,CHR$(31):PRINT@832,"** ACCT # MUST BE BETWEEN 2001 AND 2999 **":G
     OSUB90:GOTO3000
4000 GOSUB1500
4010 FORQ=1TO5:PRINT:PRINTQ;CHR$(8)" ";M$(Q);STRING$(28-LEN(M$(Q)),". ")
4020 NEXT:RETURN
5000 FORQ=1TO5:READM$(Q):NEXT
5020 DATA"COMPANY NAME "
5025 DATA"CURRENT DATE ","YEAR START DATE "
5030 DATA"YEAR-TO-DATE P & L ACCT # "
5040 DATA"RETAINED EARNINGS ACCT # "
5100 FORQ=1TO5:READM(Q):NEXT:RETURN
5110 DATA161,289,417,545,673
6000 ONERRORGOTO6010:RETURN
6010 RESUME
6020 ONERRORGOTO0:RETURN
```

```
1 ' "CATMAINT" -- GENERAL LEDGER 1.1  FEBUARY 1979
2 ' ** COPYRIGHT (C) 1979 TANDY CORP., ALL RIGHTS RESERVED **
10 CLEAR:CLOSE:CLEAR4000:DEFINTI-N:ONERRORGOTO9000
20 OPEN"R",1,"CTRL":L$=STRING$(20," ")
30 CLS:PRINT@9,"** CATEGORY MAINTENANCE & INQUIRY **
40 FIELD1,1ASY$,20AS A9$,107ASY$,20AS B9$:GET1,2:C$(1)=A9$:C$(2)=B9$
50 GET1,3:C$(3)=A9$:C$(4)=B9$:GET1,4:C$(5)=A9$:C$(6)=B9$
60 PRINT@128,;:DIMIN$,W$,W,WL%:GOTO180
100 IN$="":W$=INKEY$:W=14:WD=0:WS=WD:WL%=WD:IFFL=WDTHENFL=1
105 PRINTSTRING$(ABS(FL),136);STRING$(ABS(FL),24);
110 PRINTCHR$(W);:FORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:PRINTCHR$(15);:F
     ORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:GOTO110
115 PRINTCHR$(W);:IFABS(FL)=WL%THEN125ELSEIFFL>0ANDW$>=" "ANDW$<="Z"THEN170ELSEI
     FFL<0ANDW$>"/"ANDW$<":"THEN170
117 IFW$=","THENPRINTW$;:WL%=WL%+1:GOTO175
120 IFW$=","ANDWD=0THENWD=1:GOTO170
123 IF(W$="-"ORW$="+")ANDWS=0ANDWL%=0THENWS=1:GOTO170
125 IFW$<>CHR$(8)THEN150ELSEIFWL%=0THEN110ELSEPRINTCHR$(24);:IFFL>0THEN135ELSEIF
     PEEK(16418)=44THEN140
130 IFPEEK(16418)=46THENWD=0:GOTO135ELSEIFPEEK(16418)=43ORPEEK(16418)=45THENWS=0
135 IN$=LEFT$(IN$,LEN(IN$)-1)
140 WL%=WL%-1:POKE16418,136:GOTO110
150 IFW$=CHR$(24)THENPRINTSTRING$(WL%,CHR$(24));:GOTO100
155 IFW$<>CHR$(13)THEN110ELSEPRINTSTRING$(ABS(FL)-WL%,32);
160 PRINTCHR$(15);:W%=25:NEXT:RETURN
170 PRINTW$;:IN$=IN$+W$:WL%=WL%+1
175 IFABS(FL)=1THEN160ELSE110
180 FORJ=1TO6:PRINT"CATEGORY";STR$(J);":  "C$(J):NEXTJ:PRINTSTRING$(64,"-")
190 PRINT@576,CHR$(31)"   (PRESS 'ENTER' FOR NO CHANGE, OR '@' TO EXIT)
200 FL=20:FORJ=3TO6:PRINT@704,CHR$(30)"> ENTER CATEGORY NO. "STR$(J)".  ";:GOSUB10
     0
205 IFIN$="@"THEN220ELSEIFIN$=""THEN215
207 IN$=LEFT$(IN$+L$,20)
210 MID$(C$(J),1,20)=IN$:PRINT@76+J*64,CHR$(30);IN$;
215 NEXT
220 PRINT@576,CHR$(31):PRINT@704,"> ARE ALL ENTRIES CORRECT (Y/N)? ";:FL=1
225 GOSUB100:IFIN$="N"THEN190ELSEIFIN$<>"Y"THEN220
500 LSETA9$=C$(1):LSETB9$=C$(2):PUT1,2
510 LSETA9$=C$(3):LSETB9$=C$(4):PUT1,3
520 LSETA9$=C$(5):LSETB9$=C$(6):PUT1,4
530 CLOSE:RUN"GL"
9000 RESUME
```

```
1 ' "GLMAINT" -- GENERAL LEDGER 1.1  FEBUARY 1979
2 ' ** COPYRIGHT (C) 1979 TANDY CORP., ALL RIGHTS RESERVED **
10 CLS:CLOSE:CLEAR8800:DEFINTI-N:GOSUB30:BL$=STRING$(63,0):DIMGL$(101)
12 DEF FNRD#(A#)=1D-2*INT(A#*1D2+5D-1)
15 B=(&H37E1):K=1:FORI=1TO101:GL$(I)=BL$:POKEB,K:NEXT:Q=FRE(BL$)
20 ONERRORGOTO9900:OPEN"R",2,"CTRL":GOTO190
30 PRINT@82,"** ACCOUNT MAINTENANCE **":RETURN
40 FORXX=1TO1000:NEXT:RETURN
50 FL=1:GOSUB100:IFIN$="Y"ORIN$="N"THENRETURN
52 PRINTCHR$(8);:GOTO50
60 PRINT"> ENTER SELECTION: ";:FL=1:RETURN
100 IN$="":W$=INKEY$:W=14:WD=0:WS=WD:WL%=WD:IFFL=WDTHENFL=1
105 PRINTSTRING$(ABS(FL),136);STRING$(ABS(FL),24);
110 PRINTCHR$(W);:FORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:PRINTCHR$(15);:F
    ORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:GOTO110
115 PRINTCHR$(W);:IFABS(FL)=WL%THEN125ELSEIFFL>0ANDW$>=" "ANDW$<="Z"THEN170ELSEI
    FFL<0ANDW$>"/"ANDW$<":"THEN170
117 IFW$=","THENPRINTW$;:WL%=WL%+1:GOTO175
120 IFW$=","ANDWD=0THENWD=1:GOTO170
123 IF(W$="-"ORW$="+")ANDWS=0ANDWL%=0THENWS=1:GOTO170
125 IFW$<>CHR$(8)THEN150ELSEIFWL%=0THEN110ELSEPRINTCHR$(24);:IFFL>0THEN135ELSEIF
    PEEK(16418)=44THEN140
130 IFPEEK(16418)=46THENWD=0:GOTO135ELSEIFPEEK(16418)=43ORPEEK(16418)=45THENWS=0
135 IN$=LEFT$(IN$,LEN(IN$)-1)
140 WL%=WL%-1:POKE16418,136:GOTO110
150 IFW$=CHR$(24)THENPRINTSTRING$(WL%,CHR$(24));:GOTO100
155 IFW$<>CHR$(13)THEN110ELSEPRINTSTRING$(ABS(FL)-WL%,32);
160 PRINTCHR$(15);:W%=25:NEXT:RETURN
170 PRINTW$;:IN$=IN$+W$:WL%=WL%+1
175 IFABS(FL)=1THEN160ELSE110
176 DATA"ACCOUNT NUMBER",218,4,"####"
177 DATA"DESCRIPTION",282,26,"%                   %"
178 DATA"TYPE (A/L/C/I/E)",346,1,"!","CATEGORY (1-6)",410,-1,"!"
179 DATA"PREVIOUS MONTH TRANS",474,-17,"##,###,###.##-"
180 DATA"CURRENT MONTH TRANS",538,-17,"##,###,###.##-"
181 DATA"YEAR-TO-DATE TRANS",602,-17,"##,###,###.##-"
190 POKEB,K:DIMTL$(7),IA(7),LN(7),FM$(7),IN$,W$,W,WL%:POKEB,K
193 FIELD2,1ASY$,20AS A9$,107ASY$,20AS B9$
196 J=1:FORI=2TO4:GET2,I:CAT$(J)=A9$:CAT$(J+1)=B9$:J=J+2:NEXT
200 GET2,1:FIELD2,4ASD$,30AS C2$,93ASH1$,34ASH2$,2ASNP$,2ASNR$:NR=CVI(NR$):K2=25
    :NP=CVI(NP$)
220 FORI=1TO7:READTL$(I),IA(I),LN(I),FM$(I):NEXT
230 OPEN"R",1,"GLMASTER:1":PRINT@458,"READING ACCOUNTS...":K1=100
240 FIELD1,63AS A$(0),63AS A$(1),63AS A$(2),63AS A$(3)
245 FIELD1,2AS B$(0),61ASY$,2AS B$(1),61ASY$,2AS B$(2),61ASY$,2AS B$(3)
250 FORI=1TOK2:GET1,I:J=(I-1)*4+1
260 FORK=0TO3:B=CVI(B$(K)):IFB=0THENK1=J+K-1:K=3:I=25:GOTO290
280 MID$(GL$(J+K),1,63)=A$(K):PRINT@522,"ACCOUNT:";B;
290 NEXTK,I
295 DT$=STR$(CVS(D$)):DT$=RIGHT$("00000"+RIGHT$(DT$,LEN(DT$)-1),6):DT$=LEFT$(DT$
    ,2)+"/"+MID$(DT$,3,2)+"/"+RIGHT$(DT$,2)
300 ONERRORGOTO0:CLS:PRINTTAB(18)C2$:GOSUB30:PRINT
```

```
310 PRINT@192,CHR$(31);TAB(9)"<A> D D   A C C O U N T S
      "TAB(9)"<I> N Q U I R E / E D I T
      "TAB(9)"<L> I S T   A C C O U N T S
      "TAB(9)"<P> R I N T   T R I A L   B A L A N C E
      "TAB(9)"<R> E T U R N   T O   M A S T E R   M E N U
315 AB=0:PRINT@512,CHR$(31):PRINT@585,:GOSUB60
320 GOSUB100:IFIN$=""THEN315ELSEJJ=INSTR("AIPRL",IN$):ONJJ+1GOTO330,400,700,5000
    ,500,4000
330 PRINTCHR$(8):GOTO320
400 IFK1>=100THENPRINT@832,"** 100 ACCOUNTS ALREADY IN FILE **":GOSUB40:GOTO315:
    ELSEGOSUB1000:E1=1
410 PRINT@896,CHR$(30)"  ENTER '@' FOR ACCOUNT NUMBER TO EXIT":AC$=BL$
420 GOSUB1200:IFIN$="@"THENIFAB=0THEN300ELSEJJ=2:ER=E1:GOTO710
430 PRINT@768,CHR$(30)"> ARE ALL ENTRIES CORRECT (Y/N)? ";:GOSUB50:IFIN$="N"THEN
    PRINT@935,"(/ENTER/ FOR NO CHANGE)":GOTO420
440 E1=0:IFK1=0ORIP>K1THEN470
450 FORI=K1TOIPSTEP-1:MID$(GL$(I+1),1,63)=GL$(I):NEXT
470 MID$(GL$(IP),1,63)=AC$:K1=K1+1:GOTO410
500 ER=0:FORI=1TOK1:J=CVI(LEFT$(GL$(I),2)):IFNR=JTHENER=ER+1
510 IFNP=JTHENER=ER+2
520 NEXT
530 IFER=0ORER=1THENPRINT@704,CHR$(31)"** ACCOUNT"NP"YEAR-TO-DATE P & L, MUST BE
     <A>DDED **
540 IFER=0ORER=2THENPRINT@768,CHR$(31)"** ACCOUNT"NR"RETAINED EARNINGS, MUST BE
     <A>DDED **
550 IFER<>3THENGOSUB40:GOSUB40:GOTO300
600 ONERRORGOTO9900:IFK1<100THENK1=K1+1:GL$(K1)=BL$
610 J=1+INT((K1-1)/4):FIELD1,63AS A$(0),63AS A$(1),63AS A$(2),63AS A$(3)
630 FORI=1TOJ:K=(I-1)*4+1:FORL=0TO3:LSETA$(L)=GL$(K+L):NEXT
640 PUT1,I:NEXT
650 ONERRORGOTO0:CLOSE:RUN"GL"
700 GOSUB1000:ER=1:IP=0
710 PRINT@704,CHR$(31)"<F>IND","<A>DD","<N>EXT","<P>REVIOUS"
715 PRINT"<E>DIT","<D>ELETE","<R>ETURN TO MENU"
720 PRINT@832,CHR$(31),:GOSUB60
730 GOSUB100:IFIN$="R"THEN300ELSEIFIN$="A"THENAB=1:JJ=1:GOTO400
735 IFIN$=""THEN720ELSEIQ=INSTR("FENPD",IN$):ON1+IQGOSUB740,750,800,850,900,950
737 IFIQ*(IQ-3)*(IQ-4)*(IQ-5)=0THEN720ELSE710
740 RETURN
750 PRINT@704,CHR$(31):PRINT@768,"> FIND ACCOUNT NUMBER? ";
755 FL=4:GOSUB100:IFIN$="@"THENRETURNELSEB=INT(VAL(IN$)):FORI=1TOK1
760 IFB=CVI(LEFT$(GL$(I),2))THENIP=I:I=K1:NEXT:GOTO770
765 NEXT:PRINT@896,"** ACCOUNT NOT FOUND **":GOSUB40:RETURN
770 GOSUB1100:GOSUB3000:ER=0:RETURN
800 IFER=1THENPRINT@896,"?? EDIT WHAT ??":GOSUB40:RETURN
805 AC$=GL$(IP):PRINT@704,CHR$(31),:PRINT@896,"  (PRESS /ENTER/ FOR NO CHANGE)
810 GOSUB1200:IFIN$="@"RETURN
815 MID$(GL$(IP),1,63)=AC$:RETURN
850 IFIP+1>K1THENPRINT@896,"** LAST ACCOUNT **":GOSUB40:RETURN
860 IP=IP+1:GOTO770
900 IFIP-1<1THENPRINT@896,"** FIRST ACCOUNT **":GOSUB40:RETURN
910 IP=IP-1:GOTO770
```

```
950 IFER=1THENPRINT@896,"?? DELETE WHAT ??":GOSUB40:RETURN
952 IFCVI(MID$(GL$(IP),23,2))<>0THENPRINT@896,CHR$(31)"** ACCOUNT IN USE - CAN'T
     DELETE **":GOSUB40:RETURN
955 PRINT@896,"> ARE YOU SURE (Y/N)? ";:GOSUB50
960 IFIN$="N"RETURN
970 FORJ=IPTOK1:MID$(GL$(J),1,63)=GL$(J+1):NEXT:K1=K1-1:IFIP<K1THENIP=IP-1
975 IFIP<1THENIP=0
980 GOSUB1100:ER=1:RETURN
1000 PRINT@192,CHR$(31);:FORI=1TO7:PRINTTL$(I);" ";STRING$(24-LEN(TL$(I)),". ")
1010 NEXT:PRINT@640,STRING$(64,"-"):RETURN
1050 L$=STR$(CVD(L$)):IF0=INSTR(L$,". ")THENL$=L$+".00"ELSEL$=L$+"00"
1060 L$=LEFT$(L$,INSTR(L$,". ")+2):RETURN
1100 FORI0=1TO7:PRINT@IA(I0),CHR$(30);:NEXT:RETURN
1150 ONERRORGOTO1180:ER=0:D#=VAL(IN$):IFMID$(IN$,LEN(IN$)-2,1)<>". "THENER=1
1160 ONERRORGOTO0:RETURN
1180 ER=1:RESUME1160
1200 I=1:IFJJ<>1THEN1245
1210 L$=STR$(CVI(LEFT$(AC$,2))):GOSUB1290:IFIN$="0"THENRETURN
1215 B=INT(B):IFB<10000RB>9999THEN1210
1220 FORJ=1TOK1:K=CVI(LEFT$(GL$(J),2)):IFB=KTHENPRINT@832,"** ACCOUNT EXISTS **"
     ;:GOSUB40:PRINT@832,CHR$(30);:IP=J:GOSUB3000:GOTO1210
1225 IFB<KTHENIP=J:J=K1:NEXT:GOTO1235
1230 NEXT:IP=K1+1
1235 IFMID$(AC$,25,1)=CHR$(0)THENGOSUB1100
1240 MID$(AC$,1,2)=MKI$(B):PRINT@IA(I),CHR$(30);USINGFM$(I);B;
1245 I=2:L$=MID$(AC$,3,20):GOSUB1290:MID$(AC$,3,20)=IN$+STRING$(20,32):PRINT@IA(
     I),CHR$(30);IN$;
1250 I=3:L$=MID$(AC$,25,1):GOSUB1290:IF0=INSTR("ALCIE",IN$)THEN1250
1253 B=CVI(LEFT$(AC$,2)):IF(B=NRORB=NP)ANDIN$<>"C"THENPRINT@832," ** RETAINED E
     ARNINGS AND Y-T-D P&L MUST BE CAPITAL ACCOUNTS **":GOSUB40:GOSUB40:PRINT@8
     32,CHR$(30);:GOTO1250
1254 IFB<3000AND(IN$="I"ORIN$="E")THENPRINT@832," ** INCOME & EXPENSE ACCOUNTS
     MUST BE OVER 2999 **":GOSUB40:GOSUB40:PRINT@832,CHR$(30);:GOTO1200ELSEMID$
     (AC$,25,1)=IN$:GOSUB3020
1255 IF0<>INSTR("ALC",IN$)THENMID$(AC$,52,1)=CHR$(0):PRINT@IA(4),CHR$(30);:GOTO1
     265
1260 I=4:L$=MID$(AC$,52,1):GOSUB1290:IF0=INSTR("123456",IN$)THEN1260ELSEMID$(AC$
     ,52,1)=IN$:GOSUB3030
1265 IFJJ<>1THENRETURN
1270 I=5:L$=MID$(AC$,34,8):GOSUB1050:GOSUB1290:IFER=3THEN1275ELSEGOSUB1150:IFER=
     1THEN1270ELSEMID$(AC$,34,8)=MKD$(D#):PRINT@IA(I),CHR$(30);USINGFM$(I);D#;
1275 I=7:L$=MID$(AC$,26,8):GOSUB1050:GOSUB1290:IFER=3THEN1280ELSEGOSUB1150:IFER=
     1THEN1275ELSEMID$(AC$,26,8)=MKD$(D#):PRINT@IA(I),CHR$(30);USINGFM$(I);D#;
1280 RETURN
1290 ER=0:PRINT@768,CHR$(30)"> ENTER "TL$(I)": ";:FL=LN(I):GOSUB100:IFIN$=""THEN
     IN$=L$:IFVAL(IN$)<>0THENER=3
1295 B=CSNG(VAL(IN$)):RETURN
3000 PRINT@IA(1),CHR$(30);USINGFM$(1);CVI(MID$(GL$(IP),1,2));
3010 PRINT@IA(2),CHR$(30);MID$(GL$(IP),3,20);
3015 IN$=MID$(GL$(IP),25,1):GOSUB3020:IN$=MID$(GL$(IP),52,1):GOSUB3030:GOTO3040
3020 PRINT@IA(3),CHR$(30)MID$("ASSET    LIABILITYCAPITAL  INCOME   EXPENSE ",1+
     9*(INSTR("ALCIE",IN$)-1),9);:RETURN
```

```
3030 PRINT@IA(4),CHR$(30);:IFVAL(IN$)<>0THENPRINT"(";IN$")  "CAT$(VAL(IN$));:RETUR
     NELSERETURN
3040 PRINT@IA(5),CHR$(30);USINGFM$(5);CVD(MID$(GL$(IP),34,8));
3050 PRINT@IA(6),CHR$(30);USINGFM$(6);CVD(MID$(GL$(IP),44,8));
3060 PRINT@IA(7),CHR$(30);USINGFM$(7);CVD(MID$(GL$(IP),26,8));:RETURN
4000 PRINT@704,CHR$(31):PRINT"  (ENTER ACCOUNT NUMBER  #### , OR ACCOUNT RANGE
     ####-#### )
4005 PRINT@896," (ENTER '@' TO EXIT)"CHR$(29);CHR$(27);
4010 PRINT"> PRINT LIST FOR: ";:FL=9:GOSUB100:IFIN$=""ORIN$="@"THEN300
4020 IL=INT(VAL(IN$)):IF0=INSTR(IN$,"-")THENIH=IL:GOTO5500
4030 IH=INT(VAL(RIGHT$(IN$,LEN(IN$)-INSTR(IN$,"-")))):GOTO5500
5000 IL=1001:IH=9998
5500 IFPEEK(14312)<128THEN5530
5510 PRINT@704,CHR$(31)"** PRINTER NOT READY **"
5515 PRINT"> PRESS 'ENTER' WHEN READY, OR '@' TO ABORT ";:FL=1
5520 GOSUB100:IFIN$="@"THEN300ELSE5500
5530 POKE16424,67:POKE16425,1:PG=0:H1#=0:H2#=0:H3#=0:E$=BL$:T$=FM$(5)+" "+FM$(6)
     +" "+FM$(7)
5535 PRINT@704,CHR$(31)"  PRINTING...":PRINT"  (HOLD DOWN '@' KEY TO STOP PRINTE
     R)
5540 FORI=1TOK1:MID$(E$,1,63)=GL$(I):B=CVI(LEFT$(E$,2)):IFB<ILORB>IHOR(B=NPANDJJ
     =3)THEN5600
5550 IFPEEK(16425)<4THENGOSUB5700:IFINKEY$="@"THEN5690
5560 IFPEEK(16425)>60THENLPRINTCHR$(12):GOTO5550
5570 IFMID$(E$,52,1)=CHR$(0)THENMID$(E$,52,1)="-"
5572 A$=MID$(E$,3,20):IF0<>INSTR(A$,CHR$(0))THENA$=STRING$(20,32)
5575 CN#=FNRD#(CVD(MID$(E$,44,8))):LM#=FNRD#(CVD(MID$(E$,34,8))):YT#=FNRD#(CVD(M
     ID$(E$,26,8)))
5580 LPRINTRIGHT$(STR$(B),4);TAB(6);:LPRINTUSINGFM$(2);A$;:LPRINTTAB(28);MID$(E$
     ,25,1);TAB(33);MID$(E$,52,1);TAB(36);:LPRINTUSINGT$;LM#;CN#;YT#
5590 IFJJ=3THENH1#=FNRD#(H1#+CN#):H2#=FNRD#(H2#+LM#):H3#=FNRD#(H3#+YT#)
5600 IFINKEY$="@"THEN5690
5610 NEXTI:IFJJ<>3THENIFPEEK(16425)>4THENLPRINTCHR$(12):GOTO300ELSE300
5620 LPRINT" ":LPRINTTAB(24);USING"BALANCE =    "+T$;H2#;H1#;H3#
5630 LPRINTCHR$(12):GOTO300
5690 I=K1:NEXT:LPRINTSTRING$(2,138):LPRINTTAB(5)"** PRINTING STOPPED **":PRINT@7
     04,CHR$(31)"** PRINTING STOPPED **":GOSUB40:GOTO300
5700 LPRINTSTRING$(80,"-"):LPRINT" ":PG=PG+1
5710 AC$="TRIAL BALANCE":IFJJ<>3THENAC$="ACCOUNT LIST"
5720 LPRINTSTRING$(70,32)+"PAGE ";USING"##";PG:LPRINTTAB(25)C2$
5730 LPRINTTAB(25)"GENERAL LEDGER "AC$:LPRINTTAB(25)"DATE: "DT$
5740 LPRINT" ":LPRINT" ":LPRINT"ACCT"TAB(25)"ACCT  CAT.  ------------TRANSACTION
      ACTIVITY-----------
5750 LPRINT" NO.  DESCRIPTION"TAB(25)"TYPE  CODE   PREVIOUS MO.    CURRENT MO.
      YEAR TO DATE
5760 LPRINTSTRING$(80,"="):RETURN
9900 RESUME
```

```
1 ' "GLTXPOST" -- GENERAL LEDGER 1.1  FEBUARY 1979
2 ' ** COPYRIGHT (C) 1979 TANDY CORP., ALL RIGHTS RESERVED **
10 CLS:CLOSE:CLEAR8800:GOSUB30:BL$=STRING$(62,0):ONERRORGOTOS900
12 DEFFNRD#(A#)=1D-2*INT(A#*1D2+5D-1)
20 DEFINT I-N:DIMGL$(101),IN$,W$,W,WL%
25 B=(&H37E1),K=1:FORI=1TO101:GL$(I)=BL$:POKEB,K:NEXT:I=FRE(BL$):POKEB,K:GOTO200
30 CLS:PRINT@80,"GENERAL LEDGER TRANSACTION POSTING":RETURN
40 FORXX=1TO1000:NEXT:RETURN
50 FL=1:GOSUB100:IFIN$="Y"ORIN$="N"THENRETURN
52 PRINTCHR$(8),:GOTO50
100 IN$="":W$=INKEY$:W=14:WD=0:WS=WD:WL%=WD:IFFL=WDTHENFL=1
105 PRINTSTRING$(ABS(FL),136),STRING$(ABS(FL),24);
110 PRINTCHR$(W),:FORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:PRINTCHR$(15),:F
    ORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:GOTO110
115 PRINTCHR$(W),:IFABS(FL)=WL%THEN125ELSEIFFL>0ANDW$=>" "ANDW$<="Z"THEN170ELSEI
    FFL<0ANDW$>"/"ANDW$<":"THEN170
117 IFW$=","THENPRINTW$,:WL%=WL%+1:GOTO175
120 IFW$="."ANDWD=0THENWD=1:GOTO170
123 IF(W$="-"ORW$="+")ANDWS=0ANDWL%=0THENWS=1:GOTO170
124 IFF2=1ANDW$="?"ANDWL%=0THEN170
125 IFW$<>CHR$(8)THEN150ELSEIFWL%=0THEN110ELSEPRINTCHR$(24),:IFFL>0THEN135ELSEIF
    PEEK(16418)=44THEN140
130 IFPEEK(16418)=46THENWD=0:GOTO135ELSEIFPEEK(16418)=43ORPEEK(16418)=45THENWS=0
135 IN$=LEFT$(IN$,LEN(IN$)-1)
140 WL%=WL%-1:POKE16418,136:GOTO110
150 IFW$=CHR$(24)THENPRINTSTRING$(WL%,CHR$(24)),:GOTO100
155 IFW$<>CHR$(13)THEN110ELSEPRINTSTRING$(ABS(FL)-WL%,32);
160 PRINTCHR$(15),:W%=25:NEXT:RETURN
170 PRINTW$,:IN$=IN$+W$:WL%=WL%+1
175 IFABS(FL)=1THEN150ELSE110
180 DATA 33,128,62,17,64,62,1,128,01,237,176,201
200 OPEN"R",1,"CTRL"
210 FIELD1,4AS F0$,30AS C2$,93AS F1$,2AS LS$,4AS DL$,2AS NT$,4AS TS$,8AS AP$,2AS
     LR$,8AS F3$,2AS LD$,2AS KS$,2AS NP$,2AS NR$:GET1,1
220 DT$=STR$(CVS(F0$)):DT$=RIGHT$("00000"+RIGHT$(DT$,LEN(DT$)-1),6):POKEB,K
230 DT$=LEFT$(DT$,2)+"/"+MID$(DT$,3,2)+"/"+RIGHT$(DT$,2):LS=CVI(LS$):LR=CVI(LR$)
    :LD=CVI(LD$):NT=0:POKEB,K
240 OPEN"R",2,"GLMASTER:1"
250 PRINT@458,"READING ACCOUNTS...":K1=100
255 FIELD2,63AS A$(0),63AS A$(1),63AS A$(2),63AS A$(3)
260 FIELD2,2AS B$(0),61ASY$,2AS B$(1),61ASY$,2AS B$(2),61ASY$,2AS B$(3)
265 FORI=1TO25:GET2,I:J=(I-1)*4+1
270 FORK=0TO3:B=CVI(B$(K)):IFB=0THENK1=J+K-1:K=3:I=25:GOTO280
275 MID$(GL$(J+K),1,63)=A$(K):PRINT@522,"ACCOUNT:"B,
280 NEXTK,I:DIMGM#(K1),TR$(6):AS#=0:T$="##,###,###.##-"
282 DEF FNRD#(A#)=1D-2*INT(A#*1D2+5D-1)
284 DEF FNIW(M)=576+M*64
285 CLOSE2:OPEN"R",3,"DETAIL:1":OPEN"R",2,"GLJOUR:0":CLOSE2
290 KILL"GLJOUR:0":OPEN"R",2,"GLJOUR:0"
295 TT$=STRING$(42,0):FORI=1TO6:TR$(I)=TT$:NEXT
300 FIELD 2,42 AS Y1$,42 AS Y2$,42 AS Y3$,42 AS Y4$,42 AS Y5$,42 AS Y6$
305 P$="":FORI=1TO12:READJ:P$=P$+CHR$(J):NEXT
```

```
307 TT$=STRING$(42,0):FORI=1TO6:TR$(I)=TT$:NEXT
310 N9=1:L9=N9:N7=N9:L7=N9:ONERRORGOTO0:ID$=LEFT$(DT$,5)
315 PRINT@714,"READY TO START SESSION"LS+1"..":QQ=FRE(BL$)
320 PRINT@16,C2$;:PRINT@144,"DATE: "DT$;TAB(45)"SESSION:"LS+1;
330 PRINT@192,CHR$(31)"DOCUMENT ......        --":PRINT"POSTING DATE ..
340 PRINT"ISSUE DATE ...." :PRINT"AMOUNT ........":PRINTSTRING$(64,176);
350 PRINT"ACCT    DESCRIPTION"TAB(29)"AMOUNT(OR '?')"TAB(48)"Y/N"
400 GOSUB9000:PRINT@207,LD+1;
410 PRINT@704,CHR$(30)"> ENTER NAME OF DOCUMENT ('@' TO EXIT): ";:FL=20:GOSUB100
    :IFIN$="@"THEN1200ELSEIFIN$=""THEN410
420 DJ$=LEFT$(IN$+STRING$(20,32),20):PRINT@217,DJ$;
440 PRINT@704,CHR$(30)"> ENTER POSTING DATE (MM/DD/YY): ";:FL=8:GOSUB8000
450 PRINT@272,IN$;:DR!=VAL(LEFT$(IN$,2)+MID$(IN$,4,2)+RIGHT$(IN$,2)):DR$=MKS$(DR
    !)
455 PRINT@832,CHR$(30)"  (PRESS 'ENTER' TO USE LAST ISSUE DATE: "ID$")
460 PRINT@704,CHR$(30)"> ENTER ISSUE DATE (MM/DD): ";:FL=5:GOSUB8000
470 PRINT@336,IN$;:DE%=VAL(LEFT$(IN$,2)+RIGHT$(IN$,2)):DE$=MKI$(DE%)
475 ONERRORGOTO9930
480 PRINT@704,CHR$(31)"> ENTER AMOUNT ('?' IF UNKNOWN): ";:FL=-17:F2=1:GOSUB100:
    F2=0:IFIN$=""THEN480ELSEIFIN$="?"THENGOSUB1100:GOTO487
482 IFMID$(IN$,LEN(IN$)-2,1)<>"."THEN480
484 B#=VAL(IN$):IFB#<=0THEN480ELSEPRINT@400,"";USINGT$;B#;
487 ONERRORGOTO0
490 PRINT@704,CHR$(30)"> ARE ALL ENTRIES CORRECT (Y/N)? ";:FL=1:GOSUB50
500 IFIN$="N"THEN400
520 B1#=B#:B2#=0:B3#=0:B6#=0:AP#=AP#+B#:NT=NT+1:LD=LD+1:KK=0
530 PRINT@FNIW(KK),CHR$(31);:FL=-4:GOSUB100
540 ONERRORGOTO9910:G%=VAL(IN$):IFG%<1000ORG%>9999THEN530
550 IFG%=CVI(NP$)ORG%=CVI(NR$)THEN950
560 G$=MKI$(G%):FORK=1TOK1:IFG$=LEFT$(GL$(K),2)THENK2=K:K=K1:NEXT:GOTO580
570 NEXT:FORK=1TO5:PRINT@FNIW(KK)+6,"** NOT FOUND **";:FORI0=1TO300:NEXT:PRINT@F
    NIW(KK)+6,CHR$(30);:FORI0=1TO20:NEXTI0,K:GOTO530
580 PRINT@FNIW(KK)+6,CHR$(30);MID$(GL$(K2),3,20);
620 PRINT@FNIW(KK)+27,;:ONERRORGOTO9920:FL=-17:F2=1:GOSUB100:F2=0:IFIN$=""THEN53
    0ELSEIFIN$="?"THENGOSUB1150:GOTO622
621 IFMID$(IN$,LEN(IN$)-2,1)<>"."THEN620
622 DA#=VAL(IN$)
630 IFDA#=AS#THEN3000
631 IFB#=0THEN640
633 IFDA#<AS#ANDABS(B3#+DA#)-(9D-4)>B#THEN3000
636 IFDA#>AS#ANDABS(B2#+DA#)-(9D-4)>B#THEN3000
640 PRINT@FNIW(KK)+27,CHR$(30);USINGT$;DA#;
650 PRINT@FNIW(KK)+49,CHR$(30);:GOSUB50:IFIN$="N"THENIFF4=1THENB#=0:GOTO530ELSE5
    30
700 IFDA#<AS#THENB3#=B3#+DA#:ELSEB2#=B2#+DA#
724 PRINT@361,USINGT$;B2#;:PRINT@365,USINGT$;B3#;:B6#=FNRD#(B2#+B3#)
730 MID$(TR$(L9),1,42)=G$+MKI$(LD)+DJ$+DR$+DE$+MKD$(DA#)+MKI$(0)+"M "
740 L9=L9+1
750 IFL9<7THEN780
760 LSETY1$=TR$(1):LSETY2$=TR$(2):LSETY3$=TR$(3):LSETY4$=TR$(4):LSETY5$=TR$(5):L
    SETY6$=TR$(6):PUT2,N9
770 L9=1:N9=N9+1:FORLX=1TO6:MID$(TR$(LX),1,42)=TT$:NEXTLX
```

```
780 IFB#=0ANDB6#=0THENGOSUB800:GOTO900
785 IFABS(ABS(B2#)-B#)<.01ANDABS(ABS(B3#)-B#)<.01THEN900
790 KK=KK+1:IFKK>6THENKK=6:GOSUB7000:GOTO530ELSE530
800 B#=B2#:PRINT@400,USINGT$;B#;:F4=0:RETURN
900 IFABS(ABS(B2#)-B#)>.009THEN910
905 IFABS(ABS(B3#)-B#)>.009THEN910
906 N7=N9:L7=L9:IFKK>5THENGOSUB7000
907 IFF4=1THENGOSUB800
908 PRINT@966,"** DOCUMENT BALANCED -- PRESS 'ENTER' TO CONTINUE ** ":FL=1:GOSU
    B100:GOTO400
910 FORI=1TO5:PRINT@FNIW(KK),CHR$(30);TAB(10)"** OUT OF BALANCE **":FORI0=1TO30
    0:NEXT:PRINT@FNIW(KK),CHR$(30);:FORI0=1TO20:NEXTI0,I:GOTO530
950 PRINT"   > ARE YOU SURE (Y/N)? ";:GOSUB50:IFIN$="N"THEN530ELSE560
1100 PRINT@400,"* UNKNOWN *";:B#=0:F4=1:RETURN
1150 IN$=STR$(-B6#):IFF4=0THENRETURNELSEB#=(ABS(B2#)+ABS(B3#)+CDBL(ABS(ABS(B2#)-
     ABS(B3#))))/2:RETURN
1200 REM "CLOSE OUT"
1205 ONERRORGOTO9900
1210 IFL9=1THEN1300
1220 LSETY1$=TR$(1):LSETY2$=TR$(2):LSETY3$=TR$(3):LSETY4$=TR$(4):LSETY5$=TR$(5):
     LSETY6$=TR$(6)
1230 PUT2,N9:N9=N9+1
1300 PRINT@192,CHR$(31);CHR$(26);:IFN9=1THENPRINT"** NO TRANSACTIONS ENTERED --
     RETURNING TO MASTER MENU **":GOTO2630
1310 PRINT@192,CHR$(31);CHR$(26)"> PRESS 'ENTER' WHEN READY TO PRINT RECAP ";:FL
     =1:GOSUB100
1320 N=0:L=60:N9=N9-1:POKE16424,67:POKE16425,1:SK$="":B5#=0:B4#=0:IFL9=1THENL9=7
1325 GOSUB3500:PRINT@320,CHR$(31)"   PRINTING DOCUMENT SEQUENCE POSTING SUMMARY..

1330 FORI=1TON9:L8=6:IFI=N9THENL8=L9-1
1350 FORJ=1TOL8
1360 FIELD2,(42*(J-1))AS D1$,2AS G$,2AS SD$,20AS DJ$,4AS DR$,2AS DE$,8AS DA$,2AS
      Y1$,1AS TC$:IFJ=1THENGET2,I
1370 IFSK$=SD$THEN1450
1380 IFSK$=""THEN1420
1400 LPRINTTAB(48)"TOTAL";TAB(55)USINGT$;FNRD#(B4#);:LPRINT" **"
1405 IFL>55THENGOSUB4000
1410 B5#=B5#+B4#:B4#=0:L=L+2:DV$=""
1420 IFL>55THENGOSUB4000
1425 IFCVI(SD$)=0THEN1580
1430 LPRINT" ":LPRINT"** DOCUMENT:"CVI(SD$)"--   "DJ$
1440 L=L+2:SK$=SD$
1450 DR$=STR$(CVS(DR$)):DE$=STR$(CVI(DE$)):DA#=CVD(DA$)
1460 DR$=RIGHT$("00000"+RIGHT$(DR$,LEN(DR$)-1),6)
1470 DE$=RIGHT$("000"+RIGHT$(DE$,LEN(DE$)-1),4)
1480 DR$=LEFT$(DR$,2)+"/"+MID$(DR$,3,2)+"/"+RIGHT$(DR$,2):DE$=LEFT$(DE$,2)+"/"+R
     IGHT$(DE$,2)
1500 FORK9=1TOK1:IFLEFT$(GL$(K9),2)=G$THENK8=K9:K9=K1:NEXT:GOTO1530
1520 NEXT:GOTO1580
1530 E$=GL$(K8)
1540 D4$=MID$(E$,3,20):GM#(K8)=GM#(K8)+DA#:AT$=MID$(E$,25,1)
1560 LPRINTCVI(G$);TAB(6)D4$;TAB(29)AT$;TAB(35)TC$;TAB(39)DR$;"   ";DE$;" ";USING
```

```
      T$; FNRD#(DA#)
1570 B4#=B4#+DA#:L=L+1:DV$="1"
1580 NEXTJ,I
1690 IFL>55THENGOSUB4000
1700 IFDV$="1"LPRINTTAB(48)"TOTAL"; TAB(55)USINGT$; FNRD#(B4#); :LPRINT" **"
1710 LPRINT" ":LPRINTTAB(20)STRING$(27,"*")
1720 LPRINTTAB(20)"SESSION TOTAL "; USINGT$; FNRD#(B5#)
1730 LPRINTTAB(20)STRING$(27,"*")
1740 PRINT" PRINTING ACCOUNT SEQUENCE POSTING SUMMARY...
1800 L=60:B4#=0:B5#=0:FORI=1TOK1:IFGM#(I)=A$#THEN1860
1830 IFL>55THENGOSUB4500
1840 LPRINTCVI(LEFT$(GL$(I),2)); TAB(10)MID$(GL$(I),3,20); TAB(33)USINGT$; FNRD#(GM
     #(I))
1850 B5#=B5#+GM#(I):L=L+1
1860 NEXTI
1900 IFL>55THENGOSUB4500
1910 LPRINT" ":LPRINTTAB(20)STRING$(27,"*")
1920 LPRINTTAB(20)"TOTAL "; TAB(33)USINGT$; FNRD#(B5#)
1930 LPRINTTAB(20)STRING$(27,"*"):LPRINTCHR$(12)
2000 PRINT">"TAB(3)"<Y>ES, POST THIS SESSION"TAB(35)"<N>O, CANCEL THIS SESSION "
     ; :GOSUB50:IFIN$="N"THEN10
2010 PRINT:PRINT" POSTING TRANSACTIONS -- DOCUMENT:
2030 ONERRORGOTO9900
2100 REM "UPDATE AFTER POSTING"
2103 IFLS>9998THENLS=999
2106 IFLD>9998THENLD=1000
2110 LSETLS$=MKI$(LS+1):LSETDL$=MKS$(VAL(LEFT$(DT$,2)+MID$(DT$,4,2)+RIGHT$(DT$,2
     ))):LSETNT$=MKI$(NT):TS!=CVS(TS$)+NT:LSETTS$=MKS$(TS!):LSETAP$=MKD$(AP#):LS
     ETLD$=MKI$(LD)
2200 LG$=BL$:FORI=1TON9:L8=6:IFI=N9THENL8=L9-1
2210 FORJ=1TOL8:FIELD2,(42*(J-1))AS U$,42AS U1$:IFJ=1THENGET2,I
2220 PRINT@547,CVI(MID$(U1$,3,2)); :G0$=LEFT$(U1$,2):IFCVI(G0$)=0THEN2410
2230 FORK=1TOK1:IFLEFT$(GL$(K),2)=G0$THENK2=K:K=K1:NEXT:GOTO2250
2240 NEXT:GOTO2410
2250 MID$(LG$,1,63)=GL$(K2)
2300 LR=LR+1:IFCVI(MID$(LG$,53,2))<>0GOTO2320
2310 MID$(GL$(K2),53,2)=MKI$(LR):GOTO2350
2320 ND=CVI(MID$(LG$,23,2)):S=INT((ND+5)/6):R1=ND-6*(S-1)
2330 FIELD3,(42*(R1-1)+38)AS V$,2AS V1$:GET3,S
2340 LSETV1$=MKI$(LR):PUT3,S
2350 MID$(GL$(K2),23,2)=MKI$(LR)
2380 S=INT((LR+5)/6):R1=LR-6*(S-1):IFR1=0THENR1=1
2385 IFS=0THENS=1
2390 FIELD3,(42*(R1-1))AS V$,42AS V1$:IFR1<>1THENGET3,S
2400 LSETV1$=U1$:PUT3,S
2410 NEXTJ,I
2500 REM "ACCUMULATE MTD $ & WRITE GLMASTER"
2510 LSETLR$=MKI$(LR):PUT1,1
2515 PRINT:PRINT" CALCULATING MONTH-TO-DATE... ";
2520 FORI=1TOK1
2530 IFGM#(I)=A$#THEN2550
2540 CN#=CVD(MID$(GL$(I),44,8))+GM#(I):MID$(GL$(I),44,8)=MKD$(CN#):YT#=CVD(MID$(
```

```
          GL$(I),26,8))+GM#(I):MID$(GL$(I),26,8)=MKD$(YT#)
2550 NEXTI
2560 CLOSE3:OPEN"R",3,"GLMASTER:1":PRINT"     WRITING ACCOUNTS...";
2570 IFK1<100THENK1=K1+1:GL$(K1)=BL$
2580 J=1+INT((K1-1)/4):FIELD3,63AS A$(0),63AS A$(1),63AS A$(2),63AS A$(3)
2590 FORI=1TOJ:K=(I-1)*4+1:FORL=0TO3:LSETA$(L)=GL$(K+L):NEXT
2600 PUT3,I:NEXT
2610 PRINT@704,CHR$(31);CHR$(26)"** SESSION"LS+1"COMPLETE **
2620 PRINT"   "NT"DOCUMENT";:IFNT<>1THENPRINT"S"
2630 CLOSE:RUN"GL"
3000 FORI=1TO5:PRINT@FNIW(KK)+51,"* INVALID *";:FORI0=1TO300:NEXT:PRINT@FNIW(KK)
     +51,CHR$(30);:FORI0=1TO20:NEXTI0,I
3010 GOTO620
3500 IFPEEK(14312)<128THENRETURN
3510 PRINT@832,CHR$(31)"  ** PRINTER NOT READY **
3520 PRINT"> PRESS 'ENTER' WHEN PRINTER IS READY? ";:FL=1:GOSUB100:GOTO3500
4000 GOSUB5000
4005 LPRINT"DOCUMENT SEQUENCE":LPRINT" "
4010 LPRINT"ACCT";TAB(26)"ACCT    ENTRY   POSTING   ISSUE"
4020 LPRINT" NO. DESCRIPTION";TAB(26)"TYPE    TYPE     DATE      DATE";TAB(61)"AMOU
     NT"
4030 LPRINTSTRING$(80,"=")
4040 RETURN
4500 GOSUB 5000
4510 LPRINT"ACCOUNT SUMMARY":LPRINT" "
4520 LPRINT"ACCT NO. DESCRIPTION";TAB(37)"AMOUNT"
4530 LPRINTSTRING$(80,"=")
4540 RETURN
5000 N=N+1:L=0
5002 IFPEEK(16425)<5THEN5010
5005 LPRINT CHR$(12)
5010 LPRINTSTRING$(80,"-"):LPRINT" ":LPRINTTAB(58)"SESSION"LS+1"    PAGE"N
5020 LPRINTTAB(27)C2$
5030 LPRINTTAB(27)"GENERAL LEDGER POSTING SUMMARY"
5035 LPRINTTAB(27)"DATE: "DT$
5040 LPRINT" "
5050 RETURN
7000 REM ** SCROLL ROUTINE **
7010 IZ=0:POKE VARPTR(IZ),PEEK(VARPTR(P$)+1)
7020 POKE(VARPTR(IZ)+1),PEEK(VARPTR(P$)+2)
7030 DEFUSR0=IZ:QQ=USR0(IZ):PRINT@960,CHR$(30);:RETURN
8000 REM ** DATE ROUTINE **
8005 GOSUB100:IFIN$=""THENIFFL=5THENIN$=ID$:ELSEIN$=DT$
8007 IFFL=5THENID$=IN$
8010 IFLEN(IN$)<>FLTHEN8050ELSEMM=VAL(LEFT$(IN$,2)):MD=VAL(MID$(IN$,4,2)):MY=VAL
     (RIGHT$(IN$,2))
8015 IFMM<10RMD>120RMD<10RMD>310RMID$(IN$,3,1)<>"/"THEN8050ELSEIFFL=5THEN8025
8020 IFMY<00RMY>990RMID$(IN$,6,1)<>"/"THEN8050
8025 MX=31:ONMMGOTO8028,8027,8028,8026,8028,8026,8028,8028,8026,8028,8026,8028
8026 MX=30:GOTO08028
8027 MX=28:IFFL=5THENMX=29:GOTO8028ELSEIFMY/4=INT(MY/4)THENMX=MX+1
8028 IFMM>MXTHEN8050ELSERETURN
```

```
8050 PRINTSTRING$(FL,8);:GOTO8000
9000 PRINT@209,"    --"CHR$(30);:FORI=272TO400STEP64:PRINT@I,CHR$(30);:NEXT:PRIN
     T@576,CHR$(31);
9010 RETURN
9900 RESUME
9910 RESUME530
9920 RESUME620
9930 RESUME480
```

```
1 ' "TXREPORT" -- GENERAL LEDGER 1.1  FEBUARY 1979
2 ' ** COPYRIGHT (C) 1979 TANDY CORP., ALL RIGHTS RESERVED **
10 CLS:CLOSE:CLEAR8800:DEFINTI-N:GOSUB30:BL$=STRING$(63,0):DIMGL$(101),IN$,W$,W,
   WL%
12 DEF FNRD#(A#)=1D-2*INT(A#*1D2+5D-1)
15 B=(&H37E1):K=1:FORI=1TO101:GL$(I)=BL$:POKEB,K:NEXT:B=FRE(BL$):GOTO180
30 PRINT@82,"** TRANSACTION REPORTS **":RETURN
40 FORXX=1TO1000:NEXT:RETURN
50 FL=1:GOSUB100:IFIN$="Y"ORIN$="N"THENRETURN
52 PRINTCHR$(8);:GOTO50
60 PRINT"> ENTER SELECTION: ";:FL=1:RETURN
100 IN$="":W$=INKEY$:W=14:WD=0:WS=WD:WL%=WD:IFFL=WDTHENFL=1
105 PRINTSTRING$(ABS(FL),136);STRING$(ABS(FL),24);
110 PRINTCHR$(W);:FORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:PRINTCHR$(15);:F
    ORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:GOTO110
115 PRINTCHR$(W);:IFABS(FL)=WL%THEN125ELSEIFFL>0ANDW$>=" "ANDW$<="Z"THEN170ELSEI
    FFL<0ANDW$>"/"ANDW$<":"THEN170
117 IFW$=","THENPRINTW$;:WL%=WL%+1:GOTO175
120 IFW$=","ANDWD=0THENWD=1:GOTO170
123 IF(W$="-"ORW$="+")ANDWS=0ANDWL%=0THENWS=1:GOTO170
125 IFW$<>CHR$(8)THEN150ELSEIFWL%=0THEN110ELSEPRINTCHR$(24);:IFFL>0THEN135ELSEIF
    PEEK(16418)=44THEN140
130 IFPEEK(16418)=46THENWD=0:GOTO135ELSEIFPEEK(16418)=43ORPEEK(16418)=45THENWS=0
135 IN$=LEFT$(IN$,LEN(IN$)-1)
140 WL%=WL%-1:POKE16418,136:GOTO110
150 IFW$=CHR$(24)THENPRINTSTRING$(WL%,CHR$(24));:GOTO100
155 IFW$<>CHR$(13)THEN110ELSEPRINTSTRING$(ABS(FL)-WL%,32);
160 PRINTCHR$(15);:W%=25:NEXT:RETURN
170 PRINTW$;:IN$=IN$+W$:WL%=WL%+1
175 IFABS(FL)=1THEN160ELSE110
180 ONERRORGOTO9900:OPEN"R",3,"CTRL":FIELD3,4AS DT$,30AS C2$,113AS D$,2AS LR$:GE
    T3,1:DT$=STR$(CVS(DT$)):LR=CVI(LR$)
185 DT$=RIGHT$("00000"+RIGHT$(DT$,LEN(DT$)-1),6):DT$=LEFT$(DT$,2)+"/"+MID$(DT$,3
    ,2)+"/"+RIGHT$(DT$,2)
190 OPEN"R",1,"GLMASTER:1":PRINT@458,"READING ACCOUNTS...":K1=100
192 FIELD1,63AS A$(0),63AS A$(1),63AS A$(2),63AS A$(3)
194 FIELD1,2AS B$(0),61ASY$,2AS B$(1),61ASY$,2AS B$(2),61ASY$,2AS B$(3)
196 FORI=1TO25:GET1,I:J=(I-1)*4+1
197 FORK=0TO3:B=CVI(B$(K)):IFB=0THENK1=J+K-1:K=3:I=25:GOTO199
198 MID$(GL$(J+K),1,63)=A$(K):PRINT@522,"ACCOUNT:"B;
199 NEXTK,I:OPEN"R",2,"DETAIL:1"
200 CLS:PRINTTAB(18)C2$:GOSUB30:PRINTTAB(18)"DATE: "DT$
205 T$="##,###,###.##-":J1$="ACCOUNT NO. SEQUENCE":J2$="DOCUMENT NO. SEQUENCE":B
    1#=0:B2#=0:N=0:L=66:DK$="":M$=STRING$(31,32):L$=M$+M$
210 PRINT@256,CHR$(31);TAB(9)"<A> C C O U N T    N O .    S E Q U E N C E
    "TAB(9)"<D> O C U M E N T    N O .    S E Q U E N C E
    "TAB(9)"<R> E T U R N    T O    M A S T E R    M E N U
215 PRINT@512,CHR$(31);TAB(9);:GOSUB60:E$=BL$:F=0:FF=0:MF=0
220 GOSUB100:IFIN$=""THEN215ELSEON1+INSTR("ADR",IN$)GOTO225,230,240,227
225 PRINTCHR$(8);:GOTO220
227 CLOSE3:CLOSE:RUN"GL"
230 GOSUB6000:IFIN$="@"THEN200ELSEJ$=J1$:J1$=" DOCUMENT":J2$="ACCT":N1=32:DI$=LE
```

```
        FT$(L$,8):J3$="    ":VC$=VA$:VA$=VB$:VB$=VC$:GOTO250
240 GOSUB6000:IFIN$="@"THEN200ELSEJ$=J2$:J1$="ACCT":J2$="DOCUMENT":N1=35:J3$=" *
    *":DU$=LEFT$(L$,8):GOTO800
250 FORI=1TOK1
280 MID$(E$,1,63)=GL$(I):LK=CVI(MID$(E$,53,2)):D0$=MID$(E$,3,20):J1=CVI(LEFT$(E$
    ,2)):T0$=MID$(E$,25,1)
290 IFLK=0THEN380
295 IFDK$<>D0$THENGOSUB4500
300 S=INT((LK+5)/6):R1=LK+6*(1-S):J9$="":IFINKEY$="@"THENGOSUB3000:GOTO200
310 FIELD2,42*(R1-1)AS DZ$,2AS G$,2AS L1$,20AS D9$,4AS DR$,2AS DE$,8AS B$,2AS LK
    $,1AS T9$:GET2,S
320 IFG$<>LEFT$(E$,2)THEN8000
330 B#=CVD(B$):LK=CVI(LK$):L1=CVI(L1$)
360 GOSUB 5000:LPRINT" "
370 IFLK<>0THEN295
380 NEXTI:FF=1:GOSUB4500:GOTO1200
800 FORI=1TOLR:S=INT((I+5)/6):R1=I+6*(1-S):J9$="":IFINKEY$="@"THENGOSUB3000:GOTO
    200
820 FIELD2,42*(R1-1)AS DZ$,2AS NG$,2AS SD$,20AS D0$,4AS DR$,2AS DE$,8AS B$,2AS L
    K$,1AS T0$:IFR1=1THENGET2,S
825 J1=CVI(SD$)
830 IFD0$<>DK$THENGOSUB4500
840 FORJ=1TOK1:IFNG$=LEFT$(GL$(J),2)THENMID$(E$,1,63)=GL$(J):J=K1:NEXT:GOTO890
850 NEXT:GOTO910
890 D9$=MID$(E$,3,20):T9$=MID$(E$,25,1):B#=CVD(B$):L1=CVI(NG$)
900 GOSUB5000:LPRINT" "
910 NEXTI
930 LPRINTTAB(41)"TOTAL    ";USINGT$;FNRD#(B2#);:IFB2#<>0D0THENLPRINTJ3$:ELSELPRI
    NT" "
935 IFL>60THENGOSUB4000
940 LPRINT" ":L=L+2
1200 IFL>60THENGOSUB4000
1210 LPRINT" ":LPRINTTAB(20)STRING$(27,"*")
1220 LPRINTTAB(20)"TOTAL     "USINGT$;FNRD#(B1#)
1230 LPRINTTAB(20)STRING$(27,"*")
1240 LPRINTCHR$(12):GOTO200
3000 LPRINTSTRING$(2,138):LPRINT"** PRINTING STOPPED **":PRINT:PRINT"** PRINTING
      STOPPED **":GOSUB40:RETURN
4000 N=N+1:L=10:IFFF=1THENLPRINTCHR$(12)
4010 LPRINTSTRING$(80,"-"):LPRINT" ",LPRINTSTRING$(73,32)+"PAGE"N:F=1
4020 LPRINTTAB(28)C2$:LPRINTTAB(28)"MONTHLY TRANSACTIONS REPORT":LPRINTTAB(28)"D
     ATE: "DT$:LPRINTJ$
4030 LPRINT" ":LPRINTJ1$;TAB(12)"DESCRIPTION";TAB(27);VB$;TAB(55)"AMOUNT":LPRINT
     STRING$(80,"=")
4040 RETURN
4500 IFDK$=""THENGOSUB4000:GOTO4540
4520 LPRINTTAB(41)"TOTAL    ";USINGT$;FNRD#(B2#);:IFB2#<>0THENLPRINTJ3$ELSELPRINT
     " "
4525 L=L+1:DK$=D0$:B2#=0:IFFF=1THENRETURN
4530 IFL>60THENGOSUB4000
4540 LPRINT" ":LPRINT"** "J2$"   "J1" "D0$"   "VA$" "T0$" **"
4550 L=L+2:DK$=D0$
```

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```
4560 RETURN
5000 IFL>60THENGOSUB4000
5002 DU$=STR$(CVS(DR$)):DU$=RIGHT$("00000"+RIGHT$(DU$,LEN(DU$)-1),6)
5004 DU$=LEFT$(DU$,2)+"/"+MID$(DU$,3,2)+"/"+RIGHT$(DU$,2)
5010 LPRINTL1;TAB(10)D9$;TAB(33)T9$;TAB(39)DU$;TAB(49)USINGT$;B#;:LPRINTJ9$;
5020 L=L+1:B1#=B1#+B#:B2#=B2#+B#:J9$="":RETURN
6000 IFLR=0THENPRINT@704,CHR$(31)"** NO TRANSACTIONS TO PRINT **":GOSUB40:GOSUB4
     0:IN$="0":RETURN
6005 IFPEEK(14312)<128THEN6100
6010 PRINT@704,CHR$(31)"** PRINTER NOT READY **":PRINT"> PRESS 'ENTER' WHEN READ
     Y, OR '0' TO ABORT ";:FL=1:GOSUB100:IFIN$="0"THENRETURN:ELSE6000
6100 PRINT@704,CHR$(31)"  PRINTING...":PRINT"  (HOLD DOWN '@' KEY TO STOP PRINTE
     R)":POKE16424,67:POKE16425,1:RETURN
7000 LPRINTCHR$(2,138):LPRINT"** PRINTING STOPPED **":PRINT@069,"** PRINTING STO
     PPED **":GOSUB40:RETURN
8000 LPRINT" ":IFMF=1THEN8100ELSECLS:PRINT@128,TAB(15)"** POSSIBLE SYSTEM MALFUN
     CTION **
8020 PRINT"
     THERE IS A POSSIBLITY THAT SOME OF THE DATA WAS LOST, DUE TO A
     HARDWARE MALFUNCTION. THE PROGRAM WILL NOW TEST ITSELF.
     IF NO DATA WAS LOST, A CORRECT ";
8030 MF=1:PRINT"REPORT WILL BE PRINTED
     AND PROGRAM WILL CONTINUE.   STAND BY.
8070 LPRINTCHR$(12):B1#=0:B2#=0:DK$="":N=0:L=66:E$=BL$:F=0:FF=0:GOSUB40:GOTO230
8100 CLS:PRINT"
     THERE IS A DEFINITE LOST OF DATA. YOU MUST RETURN TO YOUR LAST
     COMPLETED MONTH, AND REDO ALL OF THIS MONTH'S DATA. YOU CAN USE
     THIS MONTH'S PRINTED REPORTS TO QUICKLY REDO THE DOCUMENTS FOR
     THIS MONTH.
     "
8110 PRINT"PLEASE REMOVE AND ERASE THESE DISKS, AND INSERT YOUR
     DISKETTES FOR THE LAST COMPLETED MONTH.
                (PRESS 'ENTER' TO RETURN TO TRSDOS) ";
8170 INPUTA$:CLOSE:CLS:CMD"S"
9900 RESUME
```

```
1 ' "INCOME" -- GENERAL LEDGER 1.1  FEBUARY 1979
2 ' ** COPYRIGHT (C) 1979 TANDY CORP., ALL RIGHTS RESERVED **
10 CLEAR:CLOSE:CLEAR8800:DEFINTI-N:DIMGL$(101),IN$,W$,W,WL%:CLS:GOSUB30:BL$=STRI
     NG$(63,0):I=0
15 B=(&H37E1):K=1:FORI=1TO101:GL$(I)=BL$:POKEB,K:NEXT:I=FRE(BL$):POKEB,K:GOTO180
30 PRINT@82,"** INCOME STATEMENT **":RETURN
40 FORXX=1TO1000:NEXT:RETURN
50 FL=1:GOSUB100:IFIN$="Y"ORIN$="N"THENRETURN
52 PRINTCHR$(8);:GOTO50
100 IN$="":W=INKEY$:W=14:WD=0:WS=WD:WL%=WD:IFFL=WDTHENFL=1
105 PRINTSTRING$(ABS(FL),136);STRING$(ABS(FL),24);
110 PRINTCHR$(W);:FORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:PRINTCHR$(15);:F
     ORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:GOTO110
115 PRINTCHR$(W);:IFABS(FL)=WL%THEN125ELSEIFFL>0ANDW$>=" "ANDW$<="Z"THEN170ELSEI
     FFL<0ANDW$>"/"ANDW$<":"THEN170
117 IFW$=","THENPRINTW$;:WL%=WL%+1:GOTO175
120 IFW$="."ANDWD=0THENWD=1:GOTO170
123 IF(W$="-"ORW$="+")ANDWS=0ANDWL%=0THENWS=1:GOTO170
125 IFW$<>CHR$(8)THEN150ELSEIFWL%=0THEN110ELSEPRINTCHR$(24);:IFFL>0THEN135ELSEIF
     PEEK(16418)=44THEN140
130 IFPEEK(16418)=46THENWD=0:GOTO135ELSEIFPEEK(16418)=43ORPEEK(16418)=45THENWS=0
135 IN$=LEFT$(IN$,LEN(IN$)-1)
140 WL%=WL%-1:POKE16418,136:GOTO110
150 IFW$=CHR$(24)THENPRINTSTRING$(WL%,CHR$(24));:GOTO100
155 IFW$<>CHR$(13)THEN110ELSEPRINTSTRING$(ABS(FL)-WL%,32);
160 PRINTCHR$(15);:W%=25:NEXT:RETURN
170 PRINTW$;:IN$=IN$+W$:WL%=WL%+1
175 IFABS(FL)=1THEN160ELSE110
180 ONERRORGOTO9900:OPEN"R",2,"GLMASTER:1":PRINT@458,"READING ACCOUNTS...":K1=10
     0
185 FIELD2,63AS A$(0),63AS A$(1),63AS A$(2),63AS A$(3)
190 FIELD2,2AS B$(0),61ASY$,2AS B$(1),61ASY$,2AS B$(2),61ASY$,2AS B$(3)
195 FORI=1TO25:GET2,I:J=(I-1)*4+1
200 FORK=0TO3:B=CVI(B$(K)):IFB=0THENK1=J+K-1:K=3:I=25:GOTO210
205 MID$(GL$(J+K),1,63)=A$(K):PRINT@522,"ACCOUNT:"B;
210 NEXTK,I:OPEN"R",1,"CTRL"
213 FIELD1,1ASY$,20AS A9$,107ASY$,20AS B9$
216 J=1:FORI=2TO4:GET1,I:CA$(J)=A9$:CA$(J+1)=B9$:J=J+2:NEXT
220 FIELD1,4AS D8$,30AS C2$,10AS F1$,4AS D5$,2AS MF$,77AS F3$,2AS LS$,4AS FB$,6A
     S FA$,8AS AP$,2AS LR$,10AS FD$,2AS KS$,2AS NP$,2AS NR$,2AS NS$
225 GET1,1:KU$=LEFT$(KS$,1):LS=CVI(LS$):XU#=0:XY#=0:DT$=STR$(CVS(D8$))
230 DT$=RIGHT$("00000"+RIGHT$(DT$,LEN(DT$)-1),6):DT$=LEFT$(DT$,2)+"/"+MID$(DT$,3
     ,2)+"/"+RIGHT$(DT$,2)
232 DEF FNRD#(A#)=1D-2*INT(A#*1D2+5D-1)
233 T$="##,###,###.##-":U$="####.#"
235 CLS:PRINTTAB(18)C2$:GOSUB30:PRINTTAB(18)"DATE: "DT$
240 PRINT@256,CHR$(31)"> ENTER ENDING DATE FOR PERIOD MM/DD/YY ('0' TO EXIT)? ";
245 FL=8:GOSUB100:IFIN$=""THENIN$=DT$:PRINTSTRING$(LEN(IN$),24);IN$:GOTO255ELSEI
     FIN$<>"0"THEN255
250 PRINT:PRINT"  RETURNING TO MASTER MENU...":CLOSE:RUN"GL"
255 GOSUB2000:IFER=1THEN240ELSEDP$=IN$
280 N=0:L=66:BM#=0:BC#=0:BY#=0:BP#=0:BR#=0:B1#=0:B2#=0:IC=0:CK$="":NS=CVI(NS$):S
```

```
      N#=0:SY#=0:CC$=""
 285 F=0:POKE16424,67:POKE16425,1:GOSUB3000:IFIN$="@"THEN240ELSEPRINT@320,CHR$(31
     )" PRINTING...":PRINT" (HOLD DOWN '@' KEY TO STOP PRINTING)
 290 FORI=1TOK1:IFCVI(LEFT$(GL$(I),2))>2399THENI1=I:I=K1:NEXT:GOTO350
 340 NEXT:PRINT:PRINT"** NO ACCOUNTS IN THE P&L GROUP (3000--9998) **":GOSUB40:GO
     TO250
 350 E$=BL$:SN#=0:SY#=0:FORI=I1TOK1
 360 I2=I:MID$(E$,1,63)=GL$(I):IFMID$(E$,52,1)<>"1"THEN380
 370 SN#=SN#+CVD(MID$(E$,44,8)):SY#=SY#+CVD(MID$(E$,26,8))
 380 NEXTI
 390 FORI=I1TOK1
 400 MID$(E$,1,63)=GL$(I):CN#=CVD(MID$(E$,44,8)):YT#=CVD(MID$(E$,26,8)):PC=0:PY=0
     :NK=CVI(LEFT$(E$,2)):D0$=MID$(E$,3,20):AC$=MID$(E$,25,1)
 410 IFSN#<>0THENPC=100*CN#/SN#
 420 IFSY#<>0THENPY=100*YT#/SY#
 430 IFNK<>0THEN450
 440 I=K1:GOTO570
 450 IFMID$(E$,52,1)=CC$THEN542
 460 IFCK$=""GOTO510
 480 GOSUB4000
 490 L=L+3:BC#=0:B1#=0
 510 IC=VAL(MID$(E$,52,1)):CU$=CA$(IC):CK$=CU$:CC$=MID$(E$,52,1)
 520 IFL>60THENGOSUB5000
 530 LPRINTTAB(10)STRING$(LEN(CK$)+6,"+"):LPRINTTAB(10)"** ";CK$;" **":LPRINTTAB(
     10)STRING$(LEN(CK$)+6,"+"):L=L+3
 535 IFINKEY$="@"THENGOSUB2500:GOTO240
 542 PC=0:PY=0
 544 IFSN#<>0THENPC=100*CN#/SN#
 546 IFSY#<>0THENPY=100*YT#/SY#
 550 LPRINTNK;TAB(6)D0$;TAB(33)USINGT$;FNRD#(CN#);:LPRINT" ";:LPRINTUSINGU$;ABS(P
     C);:LPRINT"   ";USINGT$;FNRD#(YT#);:LPRINT" ";:LPRINTUSINGU$;ABS(PY)
 551 IFINKEY$="@"THENGOSUB2500:GOTO240
 552 IFCC$<>"1"ANDCC$<>"2"THEN560
 554 XU#=XU#+CN#:XY#=XY#+YT#
 560 L=L+1:BC#=BC#+CN#:B1#=B1#+YT#:BP#=BP#+CN#:BR#=BR#+YT#
 562 IFAC$="E"THEN568
 564 S1#=S1#+CN#:S2#=S2#+YT#:GOTO 570
 568 S3#=S3#+CN#:S4#=S4#+YT#
 570 IFL>60THENGOSUB5000
 580 NEXTI
 700 GOSUB 4000
 710 IFL>60THENGOSUB5000
 720 PC=0:PY=0:P1=0:P2=0:P3=0:P4=0
 730 IFSN#<>0THENPC=100*BP#/SN#
 732 IFSN#=0THEN736
 734 P1=100*S1#/SN#:P3=100*S3#/SN#
 736 IFSY#=0THEN740
 738 P2=100*S2#/SY#:P4=100*S4#/SY#
 740 IFSY#<>0THENPY=100*BR#/SY#
 745 LPRINT" ":LPRINTTAB(20)"TOTAL INCOME ";USINGT$;FNRD#(S1#);:LPRINT" ";:LPRINT
     USINGU$;ABS(P1);:LPRINT"   ";USINGT$;FNRD#(S2#);:LPRINT" ";:LPRINTUSINGU$;A
     BS(P2)
```

```
747 LPRINTTAB(20)"TOTAL EXPENSE";USINGT$;FNRD#(S3#);:LPRINT" ";:LPRINTUSINGU$;AB
    S(P3);:LPRINT"   ";USINGT$;FNRD#(S4#);:LPRINT" ";:LPRINTUSINGU$;ABS(P4)
750 LPRINT" ":LPRINT"NET PROFIT (NEGATIVE NO. = LOSS) ";USINGT$;-1*FNRD#(BP#);:L
    PRINT" ";:LPRINTUSINGU$;ABS(PC);:LPRINT"   ";USINGT$;-1*FNRD#(BR#);:LPRINT"
     ";:LPRINTUSINGU$;ABS(PY)
760 LPRINTCHR$(12)
800 PRINT@384,CHR$(31)"  INCOME STATEMENT COMPLETE. ":PRINT"> END OF MONTH (YES/N
    O)? ";:FL=3:GOSUB100:Y$=IN$
810 IFY$="YES"THEN900
820 IFY$="NO"THEN250ELSE800
900 PRINT@512,CHR$(31)"> END OF YEAR ALSO (YES/NO)? ";:FL=3:GOSUB100:Y7$=IN$
901 IFY7$<>"YES"ANDY7$<>"NO"THEN900ELSEPRINT
902 MF=CVI(MF$)
903 IFY7$="NO"THEN909ELSEIFY7$="YES"ANDMF>=11THENMF=-1:LS=0:GOTO909
904 PRINT@576,CHR$(31)"** THIS IS ONLY FISCAL MONTH NUMBER";MF+1:PRINT"> ARE YOU
     SURE YOU WANT A YEAR END CLOSING (YES/NO)? ";:FL=3:GOSUB100:Q7$=IN$
905 IFQ7$<>"YES"ANDQ7$<>"NO"THEN904
906 IFQ7$="NO"THEN900
907 IFQ7$="YES"THENMF=-1:LS=0:Y7$=Q7$
909 PRINT@576,CHR$(31)"  UPDATING ACCOUNTS... ":MF=MF+1
910 FORI=1TOI1
920 MID$(E$,1,63)=GL$(I):IFLEFT$(E$,2)<>NP$THEN1000
930 I9=I:MID$(E$,44,8)=MKD$(BR#):MID$(E$,26,8)=MKD$(BR#):MID$(GL$(19),1,63)=E$:I
    =I1
940 IFY7$<>"YES"THEN1000
950 MID$(E$,44,8)=MKD$(0):MID$(E$,26,8)=MKD$(0):GL$(I9)=E$
960 FORJ=1TOI1
970 MID$(E$,1,63)=GL$(J):IFLEFT$(E$,2)<>NR$THEN990
975 A1#=CVD(MID$(E$,44,8))+BR#:A2#=CVD(MID$(E$,26,8))+BR#
980 MID$(E$,44,8)=MKD$(A1#):MID$(E$,26,8)=MKD$(A2#):MID$(GL$(J),1,63)=E$:J=I1
990 NEXTJ
1000 NEXTI
1010 FORI=1TOK1:MID$(E$,1,63)=GL$(I)
1030 MID$(E$,23,2)=MKI$(0):MID$(E$,34,8)=MID$(E$,44,8):MID$(E$,44,8)=MKD$(0):MID
     $(E$,53,2)=MKI$(0):IFY7$="YES"ANDI>=I1THEN MID$(E$,26,8)=MKD$(0)
1040 MID$(GL$(I),1,63)=E$
1050 NEXTI
1100 LSETMF$=MKI$(MF):IFY7$="NO"THEN1170
1110 MM=VAL(LEFT$(DT$,2)):MY=VAL(RIGHT$(DT$,2)):MM=MM+1
1120 IFMM>12THENMM=1:MY=MY+1:IFMY>99THENMY=0
1130 MM$=STR$(MM):MY$=STR$(MY):IFLEN(MY$)=2MY$=" 0"+RIGHT$(MY$,1)
1140 IFLEN(MM$)=3MM$=RIGHT$(MM$,2)
1150 IFLEN(MY$)=3MY$=RIGHT$(MY$,2)
1160 LSETDS$=MKS$(VAL(MM$+"01"+MY$))
1170 LSETFA$=STRING$(6,CHR$(0))
1180 LSETLR$=MKI$(0):LSETLS$=MKI$(LS):PUT 1,1
1500 ONERRORGOTO9900:IFK1<100THENK1=K1+1:GL$(K1)=BL$
1502 J=1+INT((K1-1)/4):FIELD2,63AS A$(0),63AS A$(1),63AS A$(2),63AS A$(3)
1504 FORI=1TOJ:K=(I-1)*4+1:FORL=0TO3:LSETA$(L)=GL$(K+L):NEXT
1506 PUT2,I:NEXT
1520 PRINT"  UPDATE COMPLETE.
1530 PRINT@704,CHR$(31)"> DO YOU WISH TO PRINT A BALANCE SHEET (Y/N)? ";
```

```
1540 GOSUB50:IFIN$="N"THEN250ELSECLOSE:RUN"GLBALSHT"
2000 ER=0:IFLEN(IN$)<>FLTHEN2050ELSEMM=VAL(LEFT$(IN$,2)):MD=VAL(MID$(IN$,4,2)):M
     Y=VAL(RIGHT$(IN$,2))
2010 IFMM<1ORMM>12ORMD<1ORMD>31ORMID$(IN$,3,1)+MID$(IN$,6,1)<>"//"THEN2050
2020 IFMY<0ORMY>99THEN2050
2025 MX=31:ONMMGOTO2028,2027,2028,2026,2028,2026,2028,2028,2026,2028,2026,2028
2026 MX=30:GOTO2028
2027 MX=28:IFMY/4=INT(MY/4)THENMX=MX+1
2028 IFMM<=MXTHENRETURN
2050 ER=1:RETURN
2500 LPRINTSTRING$(2,138):LPRINT"** PRINTING STOPPED **"
2510 PRINT"** PRINTING STOPPED **":GOSUB40:RETURN
3000 IFPEEK(14312)<128THENRETURN
3010 PRINT@320,CHR$(31)"** PRINTER NOT READY **"
3020 PRINT"> PRESS 'ENTER' WHEN READY, OR '@' TO ABORT";:FL=1
3030 GOSUB100:IFIN$="@"THENRETURNELSE3000
4000 PC=0:PY=0
4010 IFSN#<>0THENPC=100*BC#/SN#
4020 IFSY#<>0THENPY=100*B1#/SY#
4040 LPRINT" ":LPRINT" ** TOTAL ";CK$;TAB(33)USINGT$;FNRD#(BC#);:LPRINT" ";:LPRI
     NTUSINGU$;ABS(PC);:LPRINT"    ";USINGT$;FNRD#(B1#);:LPRINT" ";:LPRINTUSINGU$
     ;ABS(PY):LPRINT" ":L=L+1
4042 IFL>60THENGOSUB5000
4045 IFCC$<>"2"THEN 4210
4060 PC=0:PY=0
4070 IFSN#<>0THENPC=100*XU#/SN#
4080 IFSY#<>0THENPY=100*XY#/SY#
4090 IFL>60THENGOSUB5000
4100 LPRINT" ":LPRINTTAB(21)"GROSS PROFIT";TAB(33)USINGT$;FNRD#(XU#);:LPRINT" ";
     :LPRINTUSINGU$;ABS(PC);:LPRINT"    ";USINGT$;FNRD#(XY#);:LPRINT" ";:LPRINTUS
     INGU$;ABS(PY):LPRINT" "
4110 L=L+2
4200 KU$="N"
4210 RETURN
5000 N=N+1:L=10:IFF=1THENLPRINTCHR$(12)
5005 F=1:LPRINTSTRING$(80,"-"):LPRINT" "
5010 LPRINTSTRING$(70,32);"PAGE"N:LPRINTTAB(20)C2$:LPRINTTAB(20)"INCOME STATEMEN
     T";STRING$(26,32);"DATE: "DT$
5020 LPRINTTAB(20)"PERIOD ENDING: "DP$:LPRINT" "
5030 LPRINT"ACCT  DESCRIPTION";TAB(38)"CURRENT      %     YEAR-TO-DATE      %"
5040 LPRINTSTRING$(80,"=")
5050 RETURN
9900 RESUME
```

```
1 ' "GLBALSHT" -- GENERAL LEDGER 1.1  FEBUARY 1979
2 ' ** COPYRIGHT (C) 1979 TANDY CORP., ALL RIGHTS RESERVED **
10 CLS:CLOSE:GOSUB30:CLEAR8800:DEFINTI-N:DIMGL$(101),IN$,W$,W,WL%:BL$=STRING$(63
   ,0)
15 B=(&H37E1):K=1:FORI=1TO101:GL$(I)=BL$:POKEB,K:NEXT:I=FRE(BL$):POKEB,K:GOTO180
30 PRINT@82,"** BALANCE SHEET **":RETURN
40 FORXX=1TO1000:NEXT:RETURN
50 FL=1:GOSUB100:IFIN$="Y"ORIN$="N"THENRETURN
52 PRINTCHR$(8);:GOTO50
100 IN$="":W$=INKEY$:W=14:WD=0:WS=WD:WL%=WD:IFFL=WDTHENFL=1
105 PRINTSTRING$(ABS(FL),136);STRING$(ABS(FL),24);
110 PRINTCHR$(W);:FORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:PRINTCHR$(15);:F
    ORW%=1TO25:W$=INKEY$:IFW$<>""THEN115ELSENEXT:GOTO110
115 PRINTCHR$(W);:IFABS(FL)=WL%THEN125ELSEIFFL>0ANDW$>=" "ANDW$<="Z"THEN170ELSEI
    FFL<0ANDW$>"/"ANDW$<":"THEN170
117 IFW$=","THENPRINTW$;:WL%=WL%+1:GOTO175
120 IFW$="."ANDWD=0THENWD=1:GOTO170
123 IF(W$="-"ORW$="+")ANDWS=0ANDWL%=0THENWS=1:GOTO170
125 IFW$<>CHR$(8)THEN150ELSEIFWL%=0THEN110ELSEPRINTCHR$(24);:IFFL>0THEN135ELSEIF
    PEEK(16418)=44THEN140
130 IFPEEK(16418)=46THENWD=0:GOTO135ELSEIFPEEK(16418)=43ORPEEK(16418)=45THENWS=0
135 IN$=LEFT$(IN$,LEN(IN$)-1)
140 WL%=WL%-1:POKE16418,136:GOTO110
150 IFW$=CHR$(24)THENPRINTSTRING$(WL%,CHR$(24));:GOTO100
155 IFW$<>CHR$(13)THEN110ELSEPRINTSTRING$(ABS(FL)-WL%,32);
160 PRINTCHR$(15);:W%=25:NEXT:RETURN
170 PRINTW$;:IN$=IN$+W$:WL%=WL%+1
175 IFABS(FL)=1THEN160ELSE110
180 ONERRORGOTO9900:OPEN"R",2,"GLMASTER:1":PRINT@458,"READING ACCOUNTS...":K1=10
    0
185 FIELD2,63AS A$(0),63AS A$(1),63AS A$(2),63AS A$(3)
190 FIELD2,2AS B$(0),61ASY$,2AS B$(1),61ASY$,2AS B$(2),61ASY$,2AS B$(3)
195 FORI=1TO25:GET2,I:J=(I-1)*4+1
200 FORK=0TO3:B=CVI(B$(K)):IFB=0THENK1=J+K-1:K=3:I=25:GOTO210
205 MID$(GL$(J+K),1,63)=A$(K):PRINT@522,"ACCOUNT:"B;
210 NEXTK,I:OPEN"R",1,"CTRL":GET1,1
212 FIELD1,4AS D8$,30AS C2$,127AS MF$,2AS NP$,2AS NR$:DT$=STR$(CVS(D8$))
215 DT$=RIGHT$("00000"+RIGHT$(DT$,LEN(DT$)-1),6):DT$=LEFT$(DT$,2)+"/"+MID$(DT$,3
    ,2)+"/"+RIGHT$(DT$,2)
217 DEF FNRD#(A#)=1D-2*INT(A#*1D2+5D-1)
218 T$="##,###,###.##-"
220 N=0:L=66:H$="ASSETS":G$="A":B1#=0:B2#=0:B3#=0:S$="":C#=0:POKE16424,67:POKE16
    425,1:E$=BL$:F=0
221 CLS:PRINTTAB(18)C2$:GOSUB30:PRINTTAB(18)"DATE: "DT$
222 PRINT@256,CHR$(31);TAB(9)"<S>INGLE PAGE BALANCE SHEET
    "TAB(9)"<T>WO PAGE ASSETS & LIABILITIES
    "TAB(9)"<@> TO EXIT


    "TAB(9)"> ENTER SELECTION: ";
224 FL=1:GOSUB100:IFIN$=""THEN226ELSEON1+INSTR("ST@",IN$)GOTO226,228,229,520
226 PRINTCHR$(8);:GOTO224
228 FL=1:GOTO230'        SINGLE PAGE
```

```
229 FL=0'                    TWO PAGE
230 GOSUB3000:IFIN$="@"THEN220ELSEGOSUB2000:GOSUB5010
240 FORI=1TOK1:MID$(E$,1,63)=GL$(I)
250 IFMID$(E$,25,1)<>G$THEN320
260 IFL>60THENGOSUB5010
265 IFS$=""THENGOSUB4000
270 B#=CVD(MID$(E$,26,8))
275 IFINKEY$="@"THENGOSUB2500:GOTO220
280 LPRINTCVI(LEFT$(E$,2));"   ";MID$(E$,3,20),TAB(50)USINGT$;B#
290 IFG$="A"THENB1#=B1#+B#
300 IFG$="L"THENB2#=B2#+B#
310 L=L+1:C#=C#+B#
320 NEXT I
330 IFL>60THENGOSUB5010
360 LPRINT" ":LPRINT"TOTAL "+H$;TAB(50)USINGT$;FNRD#(C#)
365 LPRINT" ":LPRINT" "
370 IFG$="L"THEN700ELSEIFG$="C"THEN710
380 GOSUB5000:H$="LIABILITIES":G$="L":S$="":C#=0:GOTO240
500 IFABS(ABS(B1#)-ABS(B3#))<.009THEN505
501 PRINT"** OUT OF BALANCE **":LPRINT" ":LPRINT"** OUT OF BALANCE **
505 LPRINTCHR$(12)
510 PRINT@640,CHR$(31)"BALANCE SHEET COMPLETE. ":GOSUB40:GOTO220
520 CLOSE:RUN"GL"
700 G$="C":H$="CAPITAL":C#=0:GOTO240
710 IFL>60THENGOSUB5010
730 B3#=C#+B2#
738 LPRINT" "
740 LPRINT"TOTAL LIABILITIES & CAPITAL";TAB(50)USINGT$;FNRD#(B3#)
750 GOTO 500
2000 PRINT@576,CHR$(31):PRINT"  PRINTING BALANCE SHEET..."
2010 PRINT"  (HOLD DOWN '@' KEY TO STOP PRINTING)
2020 PRINT@576,;:RETURN
2500 LPRINTSTRING$(2,138):LPRINT"** PRINTING STOPPED **"
2510 PRINTCHR$(31)"** PRINTING STOPPED **":GOSUB40:RETURN
3000 IFPEEK(14312)<128THENRETURN
3010 PRINT@576,CHR$(31)"** PRINTER NOT READY **"
3020 PRINT"> PRESS 'ENTER' WHEN READY, OR '@' TO ABORT";:FL=1
3030 GOSUB100:IFIN$="@"THENRETURNELSE3000
4000 IFL>60THENGOSUB5000
4010 L=L+3:S$=G$:LPRINTTAB(30)STRING$(LEN(H$),"+"):LPRINTTAB(30)H$:LPRINTTAB(30)
     STRING$(LEN(H$),"+"):RETURN
5000 REM "TOF"
5005 IFFL=1THENRETURN
5010 N=N+1:L=10:IFF=1THENLPRINTCHR$(12)
5015 F=1:LPRINTSTRING$(80,"-"):LPRINT" "
5020 LPRINTSTRING$(70,32)"PAGE"N:LPRINTTAB(20)C2$
5025 LPRINTTAB(20)"BALANCE SHEET":LPRINTTAB(20)"DATE: "DT$
5030 LPRINT" ":LPRINT"ACCT  DESCRIPTION";TAB(54)"AMOUNT":LPRINTSTRING$(80,"=")
5040 RETURN
9900 RESUME
```